



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

## ***Alaska Workforce Investment Board Meeting***

**October 29 – 30, 2015  
Fairbanks Pipeline Training Center  
Building C  
3605 Cartwright Court  
Fairbanks, AK 99707**

## **Meeting Documents**



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

*Alaska Department of Labor and Workforce Development*  
*Alaska Workforce Investment Board*  
Business Meeting  
October 29-30, 2015  
Pipeline Training Center  
Fairbanks, Alaska

Thursday, October 29, 2015

- 8:30 Introduction
- Call to Order (Chair Ward)
  - Roll Call (Executive Director Beaty)
  - Opening Remarks and Agenda Approval – Chair
  - Welcome – Commissioner Drygas
- 9:00 Department of Labor Updates
- Budget (Paloma Harbour)
  - Activities (Mike Andrews)
    1. Employment and Training Services Merger
    2. Grants
      - a. National Emergency Grant (NEG)
      - b. Healthcare Apprenticeship
- 9:45 Public Testimony
- 10:15 Continuation of Department of Labor Updates
- 10:30 Break
- 10:45 Old Business/Action Items
- WIOA Implementation Update (Mike Andrews)
  - Eligible Training Provider Policy, Procedural Guide and Applications (Florian Borowski)
  - *Resolution 15-06 Approving Eligible Training Provider List Policy, Procedural Guide and Applications (Florian Borowski)*
  - One Stop Operator Determination (Ken Peltier)
  - *Resolution 15-04 Kodiak Job Center Certification (Ken Peltier)*
  - Priority Occupations/Sectors (Curtis Clough)
  - Business Education Compact
- 12:00 Working Lunch
- 1:15 Business Leadership Industry Panel
- 2:15 Break
- 2:30 Training Provider Panel
- 3:30 Break
- 3:45 New Business
- 2015 Board Achievements (Florian Borowski)
  - Board Advancement & Engagement (Chair Ward/Curtis Clough)

***Jobs Are Alaska's Future***



ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT

*Alaska Department of Labor and Workforce Development*  
*Alaska Workforce Investment Board*  
Business Meeting  
October 29-30, 2015  
Pipeline Training Center  
Fairbanks, Alaska

4:30	Recess
5:30 – 7:00	Reception at Westmark Hotel
DAY TWO	
Friday, October 30, 2015	
8:30	Introductions <ul style="list-style-type: none"><li>• Call to Order (Chair Ward)</li><li>• Roll Call (Executive Director Beaty)</li><li>• Agenda Approval</li></ul>
9:00	New Business <ul style="list-style-type: none"><li>• WIOA Quick Start Action Planner (Chair Ward)</li><li>• Emerging Partnerships/Sector Partnerships (Chair Ward) Maritime Workforce Development Plan Healthcare Workforce Development Plan</li></ul>
10:00	Break
10:15	New Business <ul style="list-style-type: none"><li>• Role of Apprenticeship in Developing Alaska's Workforce (Commissioner Drygas)</li><li>• <i>Resolution 15-05 Support of Registered Apprenticeship as a Workforce Development Strategy</i></li></ul>
11:15	Annual Recurring Business <ul style="list-style-type: none"><li>• Election of Officers</li><li>• Approval of 2016 Calendar</li><li>• David G. Stone Secondary/Post-Secondary Instructor/Administrator of the Year Awards</li></ul>
12:15	Lunch
1:30	Pipeline Training Center Presentation & Site Visit
3:30	Adjourn
Next meeting	February 3-4, 2016 on DRAFT 2016 AWIB Calendar





***Jobs Are Alaska's Future***

# DAY ONE DOCUMENTS

## Department of Labor Updates

-  Department of Labor Budget Update
-  Division of Employment Training Services  
Activities

## Old Business/Action Items

-  Eligible Training Provider Policy, Procedural  
Guide and Applications
-  Resolution 15-06 Approving Eligible Training  
Provider List Policy, Procedural Guide and  
Applications
-  Resolution 15-04 Kodiak Job Center  
Certification
-  Priority Occupations/Sectors

DEPARTMENT OF LABOR AND  
WORKFORCE DEVELOPMENT

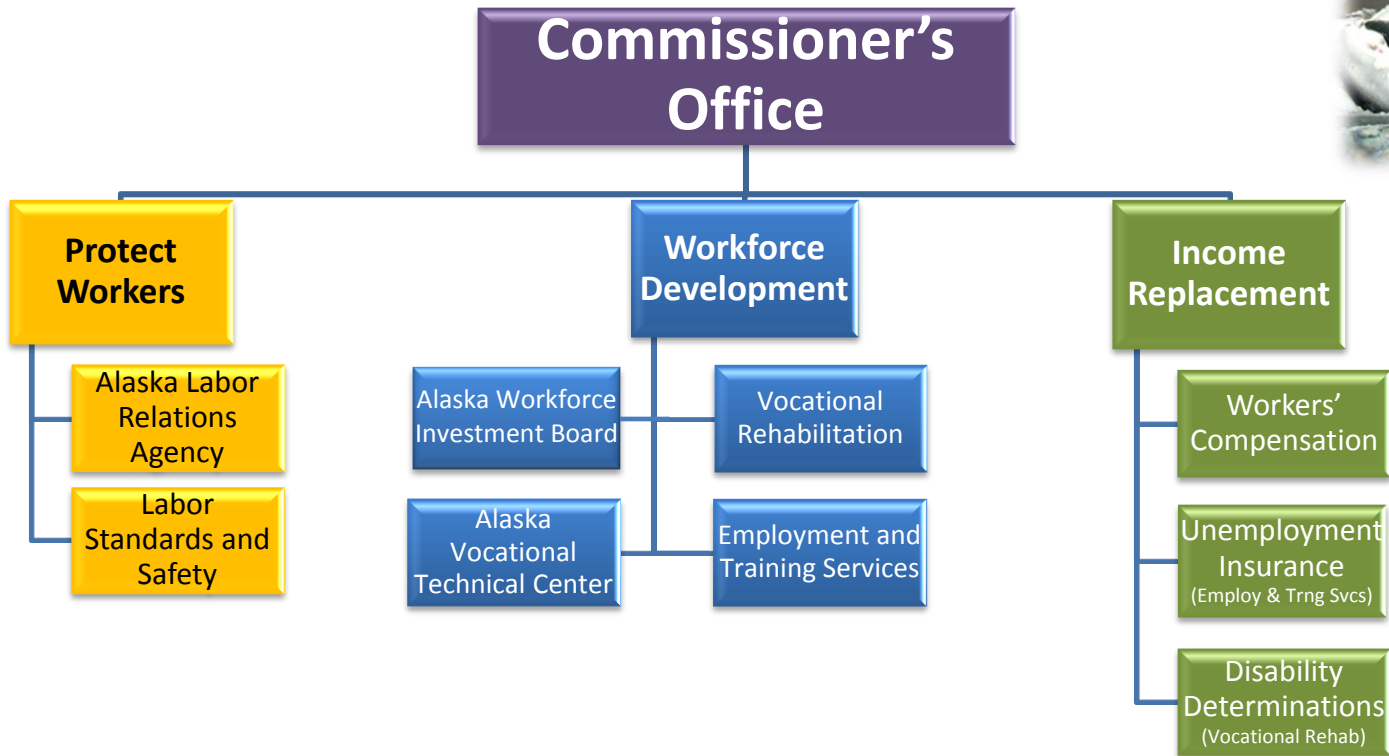
# BUDGET UPDATE

ALASKA WORKFORCE  
INVESTMENT BOARD  
October 29, 2015



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
COMMISSIONER HEIDI DRYGAS

# DEPARTMENT ORGANIZATIONAL CHART



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
COMMISSIONER HEIDI DRYGAS



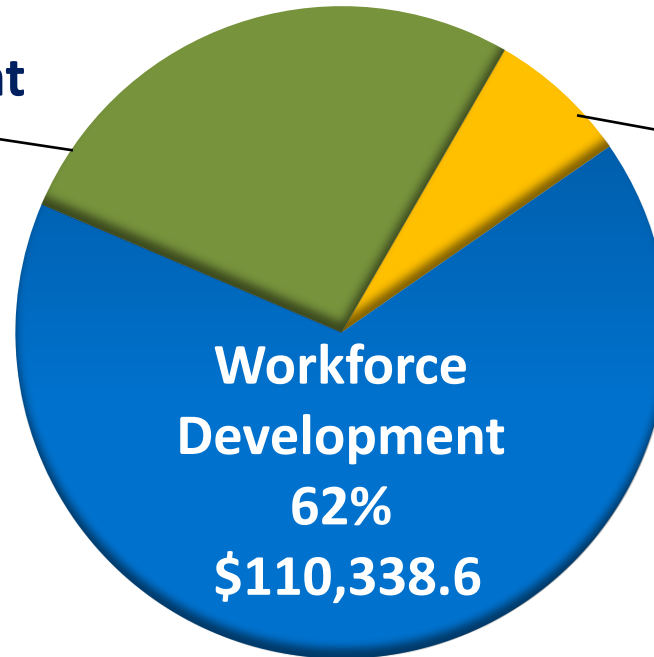
# FY2016 BUDGET: \$176,826.0

UGF: \$25,831.5  
DGF: \$36,015.1  
Other: \$20,592.8  
Federal: \$94,386.6

## Budget by Priority Program

**Income Replacement**  
**30%**  
**\$52,936.2**

**Protect Workers**  
**8%**  
**\$13,551.2**



*FY2015: \$185.3m*  
*UGF: \$33,448.0*  
*DGF: \$34,847.5*  
*Other: \$21,773.6*  
*Federal: \$95,237.6*  
*Positions: 877*

**FY2016 Positions:**

Full-time	737
Part-time	64
Temporary	9
<b>Total</b>	<b>810</b>



# FY2016 OPERATING BUDGET – \$7.6M (23%) UGF CUT

**Eliminated 10 Commissioner's Office and Administrative Services positions, including the department's Communications Coordinator**

**Lease consolidation efforts**

- **space has already been reduced in Juneau and Kenai**
- **current efforts are focused on Anchorage**
- **will continue to evaluate its leased space in these and other locations**

**Consolidated the Business Partnerships and Employment Security divisions into the Division of Employment and Training Services**

**AVTEC Allied Health programs refocused from state-funded longer-term programs to federally-funded 4-6 week pre-apprenticeship type programs for high demand entry-level Health Care occupations**





# MOVING FORWARD

- Identify additional cost savings and efficiencies**
- Evaluate programs and services**
- Maximize partnerships to leverage resources**
- Identify alternative fund sources**



# TECHNICAL AND VOCATIONAL EDUCATION PROGRAM

Entity	FY2015 Distribution	FY2016 Distribution	FY2017 Distribution
University of Alaska	\$ 5,226.9	\$ 5,630.0	\$ 5,980.1
Galena Interior Learning Academy	\$ 464.6	\$ 500.4	\$ 531.6
Alaska Technical Center	\$ 1,045.4	\$ 1,126.0	\$ 1,196.0
Alaska Vocational Technical Center (AVTEC)	\$ 1,974.5	\$ 2,126.9	\$ 2,259.2
Northwestern Alaska Career and Technical Center (NACTEC)	\$ 348.5	\$ 375.3	\$ 398.7
Southwest Alaska Vocational and Education Center (SAVEC)	\$ 348.5	\$ 375.3	\$ 398.7
Yuut Elitnaurviat, Inc. People's Learning Center	\$ 1,045.4	\$ 1,126.0	\$ 1,196.0
Partners for Progress in Delta, Inc.	\$ 348.5	\$ 375.3	\$ 398.7
Amundsen Educational Center	\$ 232.3	\$ 250.2	\$ 265.8
Ilisagvik College	\$ 580.8	\$ 625.5	\$ 664.5
<b>Total</b>	<b>\$ 11,615.4</b>	<b>\$ 12,510.9</b>	<b>\$ 13,289.3</b>



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
 COMMISSIONER HEIDI DRYGAS

# WE'RE PREPARING ALASKANS FOR THE JOBS OF TODAY—AND TOMORROW.

**Alaska Department of Labor and Workforce Development**

**Paloma Harbour, Director**

**Administrative Services Division**

Email: [paloma.harbour@alaska.gov](mailto:paloma.harbour@alaska.gov)

Phone: (907) 465-5984



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
COMMISSIONER HEIDI DRYGAS

# **Division of Employment and Training Services (DETS)**

## **AWIB Report, October 2015**

### **Reorganization Update**

#### Administrative Order No. 275

Governor Walker signed Administrative Order No. 275 on June 10<sup>th</sup>, 2015, directing the Department of Labor and Workforce Development to merge the Employment Security Division (ESD) and the Division of Business Partnerships (DBP) into a single Division of Employment & Training Services (DETS). Reorganization will reduce duplication and overlapping functions, streamline financial administration, and lay the groundwork for future change to improve public workforce services in a cost-effective manner. First year savings are estimated at \$600,000.

#### Division Leadership / Sections

Division Director Mike Andrews has three Assistant Directors to manage (1) Unemployment Insurance – Patsy Westcott, (2) Workforce Services - Wagner-Peyser Reemployment and Job Center Services – James Harvey; and (3) Workforce Development - Grants, Contracts, Technology – Ken Mill. In addition, Budget and Financial Operations are overseen by Patty Allison, Administrative Operations Manager; and Unemployment Insurance Appeals are handled by Janice Carran. This management team supervises more than 400 employees.

#### Policy Review

Reorganization requires that DETS review all policies to (1) reflect the new division, (2) cull duplicative and irrelevant policies, (3) ensure compliance with rules, regulations, and required processes for financial administration and operations of federal and state workforce programs, and (4) streamline processes for division staff and external customers.

#### Greater Integrity - Program Assessments & Grants

Prior to reorganization, DBP allocated federal and state workforce resources to ESD, who then offered employment and training services through Job Centers. DBP would then monitor or assess ESD's activities. This function overlapped the Alaska Workforce Investment Board's (AWIB) role for assessing and evaluating workforce programs, and DBP did not allocate adequate program resources to the AWIB to perform independent assessments. The USDOL Employment and Training Administration (ETA) desired an "independent" agency or qualified contractor to perform assessments due to built-in potential biases from the close agency-to-agency and inter-dependent working relationship. Under the new structure, the AWIB, now under the Commissioner's Office, will perform assessments, and DETS will allocate resources to the AWIB for those tasks.

Previously, DBP was performing grant applicant reviews and providing results to the AWIB with recommendations for awards forwarded to the Commissioner. Now DETS will complete the applicant process and applicant due diligence and will assist the AWIB with independent grant application review leading to Board recommendations for awards to the Commissioner. Two grant programs affected are STEP and WIOA youth. The new process was used for STEP FY16.

# Division of Employment and Training Services (DETS) AWIB Report, October 2015

STATE CAPITOL  
P.O. Box 110001  
Juneau, AK 99811-0001  
907-465-3500  
fax: 907-465-3532



Governor Bill Walker  
STATE OF ALASKA

550 West Seventh Avenue, Suite 1700  
Anchorage, AK 99501  
907-269-7450  
fax 907-269-7461  
www.Gov.Alaska.Gov  
Governor@Alaska.Gov

## ADMINISTRATIVE ORDER NO. 275

I, Bill Walker, Governor of the State of Alaska, under the authority of Article III, Sections 1 and 24 of the Alaska Constitution, and in accordance with AS 44.17.020 and AS 44.17.070, order the following reorganization within the Department of Labor and Workforce Development:

The Division of Business Partnerships is dissolved. The Alaska Workforce Investment Board (AS 23.15.550), is organized as an entity under the Office of the Commissioner. The Employment Security Division and remaining functions of the Division of Business Partnerships are merged into a single division called the Division of Employment and Training Services.

This reorganization recognizes the need for independent policy development by the Alaska Workforce Investment Board and for workforce development services to be integrated into a single division. The Alaska Workforce Investment Board currently aligns with the functional reporting structure in the Commissioner's Office. This organization creates efficiency and cost savings and is in accord with sound administrative principles and practices.

This Order revokes Administrative Order No. 205 and takes effect immediately.

DATED at Juneau, Alaska, this 10 day of June, 2015.

A handwritten signature in blue ink that reads "Bill Walker".

Bill Walker  
Governor

# **Division of Employment and Training Services (DETS) AWIB Report, October 2015**

## **State Training & Employment Program (STEP) Update**

### **STEP FY15 Report**

The 2015 STEP Program Report will provide the results and outcomes of STEP activities for the period of July 1, 2014 – June 30, 2015. It will be ready for AWIB review by December 2015.

### **STEP FY16**

The Legislature authorized \$7,800,000 for STEP in FY16 (July 1, 2015 – June 30, 2016). The AWIB performed an independent review of all FY16 grant applications and provided recommendations to the Commissioner. Grant awards were finalized later than usual (September vs. July) to allow time for an independent AWIB review of applications, and time involved with merging two Divisions.

- 32 competitive grant awards total \$4,967,970, about 20% more than awarded in FY15. A list of awards is attached.
- \$1,600,000 of STEP is allocated to Alaska's Job Centers to assist individuals with employment and training; distribution is through Individual Training Accounts (ITA) for participants in Eligible Training Provider programs. ITA support services are distributed regionally.
- \$700,000 of STEP funds are used for labor market research, the annual non-resident employment report, grant management, participant data collection, program performance reporting and analysis, and to support the AWIB. STEP funds are also used as part of the State's required match for Adult Basic Education and the Mature Alaskans (older worker) employment programs.
- Alaska Vocational Technical Education Center (AVTEC) will receive \$250,000 to support Alaska Health Care Academy career awareness and basic skills training for priority health care occupations for adult job seekers in Anchorage, with additional resources from the new USDOL SP-NEG and Alaska Health Care Apprentice Initiative Grant.

### **STEP FY17 – Action Request**

The AWIB and DETS should review the current STEP grant application content and create policy parameters for project funding. Grantees are not informed of limits on the amount that can be requested or on per participant costs. Nor are they limited in the number of applications allowed per organization. The grant focus is broad, and regional resource distribution needs improvement. The STEP request for proposals soliciting applications is scheduled for April, 2016. DETS is ready to work with the Board to create policies that strengthen STEP.

# **Division of Employment and Training Services (DETS)**

## **AWIB Report, October 2015**

### **Workforce Innovation and Opportunity Act (WIOA) Youth Program & Grants**

The new federal WIOA passed by Congress went into effect in July 2015, beginning a period of transition away from the Workforce Investment Act (1998), where State Workforce Agencies along with State and Local Workforce Boards would develop new workforce plans and policies for full implementation of the Act by March 2016. Congress changed existing WIA Youth programs significantly. The most significant change was a pivot from directing most resources (75%) to support eligible in-school youth to directing 75% of funds to assist out-of-school youth. In addition, some funds must be directed to serve youth living in areas of high concentration of out-of-school youth facing multiple challenges to getting a good job with career potential.

Another change in WIOA was to disband State Youth Councils in favor of State and Local WIBs guiding all WIOA program activities. WIBs can create Youth Committees to assist them.

WIOA-eligible out-of-school youth are 16-24 years old and have significant barriers to employment: unemployed or earn low incomes, be in a low-income family, are independent and homeless, have not completed high school or completed but need more education and skills, in or transitioning out of a correctional facility, or have a disability that limits them.

Congress directed that youth services should focus on career pathways education and training leading to employment using a *work-based* learning model: (1) pre-apprentice training leading directly to Registered Apprenticeship, (2) Registered Apprentice training, Internships, or structured on-the-job training with continued occupation related instruction. Eligible youth are expected to complete high school, obtain occupational credentials and/or college credit, and be employed where they have an opportunity to advance in skills and pay. These strategies are compatible with Alaska's Career and Technical Education Plan, the strategies under Carl Perkins CTE funding for Alaska's schools, and Industry Sector plans adopted by the AWIB.

Program Year 16 is a year of transition between the former WIA and the new WIOA Youth program. The grant process for WIOA Youth grants began in February, 2015, three months (or one quarter) ahead of the normal WIOA USDOL program year (July-June). The early start allows the Department to solicit grant applications for programs that assist Youth through summer education and employment strategies. All WIOA Youth services, except 5% administrative costs, are intended to be granted out.

Applicants for grants must be qualified entities that can offer, with their partners, 14 youth services as prescribed by Congress, to accommodate the range of services some youth may need to succeed. Not all youth require all 14 services, but applicants for grants must show how those services may be accessed through the project. This crossover period where the WIOA Youth Program begins to pivot to the new emphasis requires AWIB involvement in issuing new WIOA Youth grants for PY17. The solicitation for new youth programs is expected to be publicly announced no later than April, 2016.

# **Division of Employment and Training Services (DETS)**

## **AWIB Report, October 2015**

### **Alaska Technical and Vocational Education Program (TVEP)**

All Fiscal Year 2016 (FY16) Alaska Technical and Vocational Education Program (TVEP) grants administered by the Department have been awarded. These grants are essentially pass-through funds designated for specific grantees in the State's operating budget. This year's TVEP grants administered by the Department are listed on the attached grant chart.

DETS and Research & Analysis are writing the FY2015 TVEP report at this time. Each recipient is providing information about their organization and activities, along with participant data for assessing outcomes. The report will be provided to the AWIB for review in December. The report is due to the Governor and Legislature in February 2016.

### **USDOL Sector Partnership - National Emergency (SP-NEG) Grant Project**

In August 2015, the USDOL Employment and Training Administration awarded the Department \$2,900,000 for an Industry Sector Partnership - National Emergency Grant (SP-NEG) project. The timeline for activities is October 2015 – September 2017. The SP-NEG was a unique competitive grant opportunity offered only to the lead workforce agency currently administering federal Workforce Innovation and Opportunity Act programs (for Alaska, that is the Department of Labor and Workforce Development). This grant opportunity had several prescribed uses for the money that applicants had to design activities around.

- WIOA Planning for the 2016 WIOA State Plan, ongoing Industry Sector and Regional Planning.
- Expand pre-apprentice and Registered Apprenticeship training in 3 priority industries.
- Piloting strategies to modernize delivery of “one-stop” employment and training services to serve the long-term unemployed.
- Deliver employment and training services to Dislocated Workers, Veterans and Transitioning Service Members.
- Work with 3 or more large employers in each industry sector training effort to ensure training meets employer needs and training is aimed at in-demand occupations.



# **Division of Employment and Training Services (DETS)**

## **AWIB Report, October 2015**

### **Alaska Health Care Apprenticeship Initiative**

Alaska's health care employers are extremely short of qualified job applicants. They spend millions each year to attract, train, and retain their workforce.

Alaska's health care industry employs over 40,000 workers. Industry growth will add over 15,000 new jobs by 2025 - including new jobs associated with Medicaid expansion. Our labor market research shows that 47 of Alaska's top 50 high-growth occupations are in the health care industry. Health care jobs pay well and lead to good careers. Some individuals need an employment and training bridge to those careers.

Many high schools, urban and rural, have good programs that lead Alaska's graduates to work or into advanced education and training in health care. The University of Alaska, Alaska Pacific University, AVTEC, and Charter College offer postsecondary health care training programs but there aren't enough classroom seats. Our future talent pipelines are too narrow to meet demand. A new workforce strategy is needed – Expand Apprenticeship for Health Care Occupations.

The department began discussions with industry employers, labor organizations, postsecondary educators, other state departments, and workforce advocates in January 2015 to develop the Alaska Health Care Apprenticeship & Training Initiative. The plan was turned into a grant application in April to the USDOL for an American Apprenticeship Initiative grant.

In September, the USDOL awarded Alaska \$2.9 M to implement our plan to produce 450 new health care apprentices over five years. Through this initiative, another 1,000-1,500 job seekers will receive health care occupational training through a variety of existing training programs. The Health Care Apprenticeship Initiative will leverage another \$7 million of federal and state job training funds (STEP, WIOA, SP-NEG), for a \$10M investment in health care training.

Some of our partners in the Health Care Apprenticeship Initiative are Southcentral Foundation – Alaska's largest Alaska Native Health Care provider; Alaska Regional Hospital; Mat-Su Regional Hospital; Providence Hospital; Alaska Health Care Cost Management Corporation; Alaska Mental Health Trust Authority; Alaska Teamsters, IBEW, and Laborers' Unions representing health care workers; Alaska State Employees Association (Pioneer Home staffing); Alaska Department of Health and Social Services; Alaska Health Workforce Coalition; AVTEC; University of Alaska; and Alaska Pacific University.

Apprentices will be trained for these occupations: Certified Nurse Assistant, Psychiatric Nurse Assistant, Surgical Technician, Instrument Sterilization Technician, Behavioral Health Aide, Medical Office Assistant, Health Informatics Technician (billing, coding), Home Health Care Aide, Long Term Care Aide, Community Health Aide, Personal Care Attendant, and Chemical Dependency Counselor.

## State Fiscal Year 2016 Grants Awarded by the Division of Employment and Training Services

<b>WIA Youth</b>	<b>Grantee</b>	<b>Award Amount</b>
1	Alaska Department of H&SS, Division of Juvenile Justice	170,000
2	Alaska Vocational Technical Center	220,000
3	Adult Learning Programs of Alaska	218,548
4	Kawerak Inc.	106,703
5	Nine Star Enterprises, Inc.	608,000
6	Southeast Regional Resource Center Inc.	110,000
<b>Total</b>		<b>1,433,251</b>

<b>TVEP</b>	<b>Grantee</b>	<b>Award Amount</b>
1	Amundsen Educational Center dba New Frontier	250,200
2	Bering Strait School District - Northwest Alaska Career & Technical Center	548,300
3	Ilisagvik College	625,500
4	Northwest Arctic Borough School District - Kotzebue Technical Center	1,391,000
5	Partners for Progress in Delta, Inc.	375,300
6	Southwest Alaska Vocational and Educational Center	454,000
7	Yuut Elitnaurviat, Inc.	1,126,000
<b>Total</b>		<b>4,770,300</b>

## State Fiscal Year 2016 Grants Awarded by the Division of Employment and Training Services

STEP	Grantee	Award Amount
1	Alaska Department of Corrections - Heavy Equipment	70,000
2	Alaska Department of Corrections - Industrial Training	200,000
3	Alaska Forum Inc	150,122
4	Alaska Ironworkers Training Program Trust	201,321
5	Alaska Joint Electrical Apprenticeship & Training Trust	400,000
6	Alaska Laborers' Construction Industry Training Fund - Construction Industry	400,000
7	Alaska Laborers' Construction Industry Training Fund - Construction Laborers	101,302
8	Alaska Operating Engineers/Employers Training Trust	400,000
9	Alaska Regional Council of Carpenters Apprenticeship & Training Trust - AGC/Piledrivers	132,596
10	Alaska Regional Council of Carpenters Apprenticeship & Training Trust - Northern Carpenters	122,035
11	Alaska Regional Council of Carpenters Apprenticeship & Training Trust - Southern Carpenters	300,434
12	Alaska SC/SE Sheet Metal Workers Union Joint Apprenticeship & Training Committee	139,455
13	Alaska Teamsters Employer Service Training Trust	128,887
14	Alaska Travel Industry Association	21,000
15	Alaska Works Partnership	292,544
16	AVCP Regional Housing Authority	125,000
17	Boilermakers Western States Joint Apprenticeship - Local 502	124,040
18	Carlile Transportation Systems	152,250
19	Cook Inlet Tribal Council Inc - Healthcare	36,420
20	Cook Inlet Tribal Council Inc - Tourism	16,050
21	Fairbanks Area Sheet Metal Workers JATC	52,570
22	Fairbanks Pipeline Training Center Trust - Occupational Health & Safety Training	141,200
23	Fairbanks Pipeline Training Center Trust - Pipeline Construction	316,413
24	Heat and Frost Insulators and Asbestos Workers Apprenticeship Training Fund	78,950
25	Kachemak Shellfish Growers Co-op	25,000
26	Northern Industrial Training LLC	270,000
27	Plumbers and Pipefitters UA - Local 262 JATC	139,127
28	Plumbers and Steamfitters - Local Union No 375	68,890
29	Rural Alaska Community Action Program	112,271
30	University of Alaska Anchorage - Center for Human Development	72,780
31	Yuut Elitnaurviat Inc	59,734
32	Zender Environmental Health and Research Group	117,579
<b>Total</b>		<b>4,967,970</b>



**State of Alaska  
Department of Labor and Workforce Development  
Division of Employment and Training Services**

**Workforce Innovation and Opportunity Act**

**Eligible Training Provider and Program List (ETPL)**

# **Procedural Guide**

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities

September 2015

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## Overview

### Applicability

These procedures apply to training providers, State of Alaska, Department of Labor and Workforce Development workforce development professionals, Workforce Innovation and Opportunity Act grant recipients and participants.

### Background

This document governs the operation of Alaska's statewide [Eligible Training Provider List \(ETPL\)](#). It provides guidance for determining the eligibility of training providers and their programs to receive funds under the Workforce Innovation and Opportunity Act, title I-B (Public Law 113-128) Individual Training Account as set forth in the Alaska Department of Labor and Workforce Development, Division of Employment and Training Services (hereinafter, "Division") Eligible Training Provider List (ETPL) Policy 07-501. This document is intended to furnish training providers and other pertinent stakeholders with information relative to the training program certification process.

The Workforce Innovation and Opportunity Act (WIOA), effective July 1, 2015, supersedes the Workforce Investment Act of 1998 (WIA). WIOA emphasizes informed consumer choice, job-driven training, training provider performance and continuous improvement in performance achievement and accountability. One of the primary means that WIOA employs to achieve these goals is through the ETPL, which the state is required to maintain in partnership with the Alaska Workforce Investment Board (AWIB).

The ETPL is designed to gather and display useful information on training providers, their services, and the quality of their programs. The ETPL is a key piece of the State one-stop system and it must be made available to the public and specifically to individuals seeking information on training programs to be funded under WIOA.

**Determining ETPL eligibility is a two tier approach. First, the training provider must be an eligible entity to apply for the ETPL and secondly, the training programs offered by the training provider must meet eligibility and performance criteria to be listed on the ETPL.** In order for a training provider to receive WIOA Title I-B funds, (adult, dislocated worker and youth program) its program(s) must be listed on the ETPL [H.R. 803, Title 1B, Chapter 1, Section 122].

Under WIOA, States must meet annual performance levels negotiated with the U.S. Department of Labor (USDOL). The performance information included on the ETPL will aid in determining how training programs are contributing to the state's overall performance. The ETPL is also a useful tool for the continuous improvement of services offered by training providers. Not only does the ETPL help career planners determine which programs are successful, it also identifies for consumers

training programs with a proven capability of providing valuable training in order for participants to secure quality employment.

WIOA provides for career services, training services which are delivered via an Individual Training Account (ITA) and support services. Career services fall into two categories: basic and individualized. Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings, and information on partner programs. Individualized career services such as career counseling and development of an individual employment plan must be provided as appropriate to help individuals to obtain or retain employment. A one-stop career planner may approve an ITA to fund training after it has been determined that basic and individualized career services are insufficient for meeting the participant's needs. The participant can then compare the offerings on the ETPL and, with the assistance of the career planner, select the appropriate training program. Supportive services may include, but are not limited to, assistance with transportation costs, housing costs, child care costs, etc. in order to allow a participant to engage in program services.

### **Responsibilities**

The Governor, in consultation with the AWIB, establishes the criteria, information requirements and procedures governing the eligibility of providers and their associated training programs to receive WIOA funds for training activities as described under WIOA sec. 133(b).

The AWIB is responsible for:

1. establishing additional performance levels (if appropriate) and training program criteria, information requirements and procedures for ETPL eligibility;
2. working with the State to ensure there are sufficient numbers and types of providers of training services, including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities;
3. requiring additional criteria and information from training providers as criteria to become or remain eligible.

The AWIB has designated the Division to assist in carrying out the process and procedures for determining the eligibility of training providers and their associated training programs. The Division is responsible for:

1. ensuring the development and maintenance of the State list of eligible training programs;
2. ensuring that programs meet eligibility criteria and performance levels established by the AWIB, including verifying the accuracy of the information;
3. removing programs that do not meet AWIB established program criteria or performance levels;



4. taking appropriate enforcement actions against providers that intentionally provide inaccurate information, or that substantially violate the requirements of WIOA; and
5. disseminating the ETPL, accompanied by performance and cost information relating to each program, to the public, throughout the State.

### **Eligible Training Providers**

Eligible training providers are entities eligible to receive WIOA funds for participants who enroll in their training programs. These include:

1. institutions of higher education that provide a program that leads to a recognized post-secondary credential;
2. entities that carry out programs registered under the National Apprenticeship; and
3. other public or private providers of a program of training services, which may include joint labor-management organizations, and eligible providers of adult education and literacy activities under title II of WIOA if such activities are provided in combination with occupational skills training.

### **Types of Eligible Training**

There are several types of training services available under WIOA [H.R. 803, Title 1B, Chapter 1, Section 134 (c)(3)(D)]. Training services may include:

1. occupational skills training, including training for non-traditional employment;
2. on-the-job training (OJT);
3. incumbent worker training in accordance with subsection (d)(4);
4. programs that combine workplace training with related instruction, which may include cooperative education programs;
5. training programs operated by the private sector;
6. skill upgrading and retraining;
7. post-secondary education and degree attainment;
8. entrepreneurial training;
9. transitional jobs;
10. job readiness training provided in combination with any other training service listed above;
11. adult education and literacy activities provided in combination with any other training service listed above;
12. customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

### **Exemptions**

Some training providers and associated programs are exempt from direct application to the ETPL or are subject to special ETPL policy provisions such as Registered Apprenticeship programs, Pre-apprenticeship programs, OJT, Incumbent Worker Training, Customized Training (as defined by WIOA) and/or community-based programs of demonstrated effectiveness.

## **Out of State Training**

Alaska supports WIOA Title I-B participants attending training offered by a provider on another State's ETPL if the same training is not available in Alaska or can't be accessed due to limited capacity. WIOA requires that a formal reciprocal agreement with the other state be in place prior to approving out of state training. In arranging out-of-state training, the career planner must follow WIOA Section 122(g) requirements. Training programs located outside of Alaska may not appear on Alaska's ETPL but will be considered approved if they are in good standing on any other state's ETPL; AND a formal reciprocal agreement has been set in place with the other State. Once a formal reciprocal agreement is in place with the other state, all programs on that states ETPL will be available for ITA consideration, keeping in mind Alaska's requirement for training in high growth, high demand occupations.

## **Training Program Expectations**

To compete in today's global economy, businesses need a skilled workforce, and Alaska's citizens need increasingly higher levels of skills and knowledge. WIOA, the AWIB and the [Alaska Integrated Workforce Development Plan](#) all require funds to be used for training for occupations in Alaska's high growth industries and priority occupations as determined by the AWIB.

WIOA Section 122(b) (3) allows the AWIB to establish additional performance criteria and provides the option for the AWIB to require the training provider to submit other verifiable program-specific performance information for initial and continued eligibility.

The expectation is that training programs listed on the ETPL will provide the training necessary to ensure participants obtain nationally recognized credentials and outcomes that ultimately lead to employment.

In order for a training program to be eligible for funding under WIOA, each program must meet certain criteria and performance levels at each location the credentialed training is offered.

## **Program Quality**

While WIOA opens the whole training marketplace to its customers, it also puts consumer protections in place. The WIOA legislation mandates that providers of education and training meet certain specified performance levels. This performance information is required to ensure customers can effectively evaluate the quality of each training program. The performance and cost information that training providers must submit for their program(s) to be identified as eligible for WIOA funding is essential for ensuring consumers are able to make informed decisions on types of training that will lead to their individual success.

Factors determining quality of a training program include:

- the degree in which the training program relates to in-demand industry sectors and occupations;
- length and cost- in comparison with other similar training;
- training delivery method including reasonable access to individuals who are employed and individuals with barriers to employment, and the ability to access the training program in rural areas;
- credentials and how they are valued by an employer and how they are associated with specific occupations;
- training program completion rates; and
- performance as defined by participant outcome information, taking into consideration the characteristics of the population served and relevant economic conditions, and information specifying the percentage of such participants who entered unsubsidized employment in an occupation related to the program, to the extent practicable.

### **Program Outcome Information**

Training program performance is based on the program quality mentioned above and the training program participant outcomes for the following categories:

1. Employment Rate is the percent of participants in unsubsidized employment the second and fourth quarters after exiting the training program.
2. Median Earnings of training participants in unsubsidized employment the second quarter after exiting the training program.
3. Credential Rate is the percentage of program participants who obtain recognized postsecondary credential.
4. Total number of participants who completed training during the reporting period by training program.

### **Industry Recognized Credentials**

WIOA emphasizes that ITA's used for training provide for the obtainment of industry-based, regionally and/or nationally recognized skill standards and occupational credentials.

The value of credentials to employers, workers, and society at large cannot be overstated. For employers, credentials demonstrate and document skills, increasing their ability to fill skilled positions, build talent pipelines and compete with other industry organizations. For workers and job seekers, credentials improve their labor market experience through higher earnings, greater mobility and enhanced job security. Good-paying jobs in high demand industries generally require some form of postsecondary education or training and the earnings bump that accompanies postsecondary credentials is well established.

Credentials, within the context of workforce development, generally refers to an attestation of qualification or competence issued to an individual by a third party such as an educational institution or an industry or occupational certifying organization, with the relevant authority or assumed competence to issue such a credential.

A credential is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. These technical or occupational skills are generally based on standards developed or endorsed by employers. In order for a credential to be recognized "measurable technical or occupational skills necessary to gain employment or advance within an occupation" must be documented. A variety of different public and private entities issue credentials including:

- a state educational agency or a state agency responsible for administering vocational and technical education within a state;
- an institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs;
- a professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator) using a valid and reliable assessment of an individual's knowledge, skills and abilities;
- U.S. Office of Apprenticeship or a State Apprenticeship Agency;
- a public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration aviation mechanic license);
- a program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons;
- Job Corps centers that issue certificates;
- an institution of higher education which is formally controlled, or has been formally sanctioned or chartered, by the governing body of an Indian tribe or tribes.

Additional information regarding recognized, stackable and portable credentials can be located in [Training and Employment Guidance Letter 15-10, - Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System.](#)

## Application Process

### Transition Period

WIOA allows for an ETPL transition period that allows training programs who were approved under WIA to continue to be considered eligible until December 31, 2015. During the transition period, the eligibility of these programs will be determined under the procedure for continued eligibility. Programs that were previously eligible under WIA are not subject to the initial eligibility procedures.

### Initial Eligibility

All providers and programs that have not previously been an eligible provider of training services under WIOA sec. 122 or WIA sec. 122, must submit the required information to be considered for initial eligibility in accordance with these established procedures. Information is required to be provided to address each of the indicators of performance for three calendar years prior to the date of ETPL application. Exceptions to this rule will be made on a case by case basis depending on circumstances such as a new training program that does not have the history to provide the required performance data. The Division has the authority to waive this requirement under this type of scenario.

Under WIOA sec. 122(b)(4)(B), providers receive initial eligibility for one (1) fiscal year for a particular program. After the initial eligibility expires, these initially-eligible programs are subject to the procedures for continued eligibility in order to remain eligible.

### Alaska Commission on Postsecondary Education (ACPE)

All training providers must have a status (authorized or exempted) with the Alaska Commission on Postsecondary Education (ACPE).

#### ACPE Authorization:

ACPE's authorization is designed to ensure postsecondary education providers and their training programs meet the standards as outlined in law. ACPE determines whether a postsecondary institution meets the minimum standards regarding institutional soundness, quality of education, ethical business practices and fiscal responsibility. Any institution offering postsecondary programs, courses, vocational training, or an educational credential, including distance education, must be authorized or determined exempt from authorization. For more information regarding institutional authorization, see [ACPE's website](#).

#### ACPE Exemptions:

Certain educational providers are exempt from some or all ACPE authorization regulations and are not required to go through the authorization process. Exemptions may be available to providers offering ONLY short programs (no more than 80 hours in duration) that do not accumulate into a longer program; providers which do not offer educational credentials of any type and for which no

fee is charged; and programs offered by specified groups solely for their constituents (not available to the general public). See the [ACPE's website](#) for complete information regarding Exemptions.

Additionally, questions regarding ACPE Authorization or Exemption can be directed to [EED.ACPE-IA@alaska.gov](mailto:EED.ACPE-IA@alaska.gov) or 907-465-6741.

Initial eligibility is met if the training provider is a public community or technical college or public university, registered apprenticeship program, private vocational school authorized or exempted by ACPE, or educational institutions eligible to receive federal funds under Title IV of the Higher Education Act of 1965. For all “other” training providers, initial eligibility status shall be determined by the Division following a general review of the training provider’s institutional qualifications. Examples of elements that the Division may consider include: financial stability, quality of instruction and administrators, quality of the facilities and training equipment, curriculum, cost, recognized credentials provided, participant certification for a trade, job placement rates, wages, and completion rates.

To apply for ETPL initial eligibility for a training program, a training provider must:

1. Complete an ETPL application and describe each program of training services to be offered;
2. Submit data on the students who attended the training program for the past three years to enable Division staff to determine the following performance:
  - a. The percentage of program participants who are in unsubsidized employment during the second and fourth quarter after exit from the program;
  - b. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
  - c. The percentage of program participants who obtain a recognized post-secondary credential;
  - d. The percentage of program participants who completed the program.
3. Describe the degree in which the training provider is in partnership with business. This may be done by producing letters of support from business or other documentation showing a partnership between the training provider and business;
4. Provide information regarding the ability of the training program to lead to a recognized post-secondary credential; and
5. To the extent possible, provide information that addresses alignment of the training program with in-demand industry sectors and occupations, as determined by the AWIB.

Submit this information to the Division for a determination of initial eligibility. The data sources for identifying performance results are obtained from the State’s case management system (ICM), unemployment insurance wage records, ACPE and permanent fund dividend data.

The information submitted will be reviewed and program performance will be compared with the State required performance and a determination on initial eligibility will be made within 30 days of submittal.

## **Continued Eligibility**

Each year the Division will collect performance data from eligible training providers for *all* students in ETPL eligible training programs. Division staff will review the required data elements for continued eligibility which is renewed on a biennial basis (every two years). Renewal of eligibility for a training program requires the program to meet required levels of performance.

The data sources for identifying performance results are obtained from the State's case management system (ICM), unemployment insurance wage records, ACPE and permanent fund dividend data.

Continuing eligibility will be based on the following:

1. Performance indicators:
  - a. The percentage of program participants who are in unsubsidized employment during the second and fourth quarter after exit from the program;
  - b. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
  - c. The percentage of program participants who obtain a recognized post-secondary credential;
  - d. The percentage of program participants who completed the program.
2. The ability to of the training program to be accessed throughout the state including rural areas and through the use of technology.
3. The degree to which training program relates to in-demand industry sectors and occupations in the State.
4. The use of industry-recognized certificates and credentials.
5. The ability for individuals who are employed and individuals with barriers to employment to access the training program.
6. The timely and accurate submittal of eligible training program performance reports as required under WIOA sec. 116(d)(4).

Division staff will compare a training program's performance results with State performance criteria to determine whether a training program meets State required performance levels and inform the provider of its determination prior to the end of the training programs initial eligibility expiration date.

## **Other Training Provider Requirements**

In addition to the requirements listed for training program initial and continued eligibility, training providers must meet the following:

- a) Non-Discrimination: All training providers must comply with the nondiscrimination and equal opportunity regulations at 29 CFR Part 37, Implementation of the Nondiscrimination and Equal Opportunity Provisions.
- b) Accessibility: Training providers must provide physical and programmatic accessibility and reasonable accommodations/modifications, as required by Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; Section 188 of WIOA; and the regulations implementing these statutory provisions.

- c) Advertising Restrictions: Since courses/programs, not training providers, are certified through this process, training providers are not permitted to advertise their school or training facility as an **“approved Alaska statewide workforce development training provider.”** However, training providers are allowed to provide a list of their courses/programs that are state approved for the specified program year. Providers may also provide additional information to local [Job Centers / One-Stops](#) such as pamphlets and school catalogs.

### Minimum Data Requirement

In an effort not to arbitrarily exclude programs from the ETPL that serve a small number of students the following circumstances will be considered.

**No students:** If a training program did not have any student enrollments during the reporting period, it will not be held to performance standards. Training providers will indicate this by indicating an enrollment number of zero (0) when providing the training program completion data.

**Small student population:** If a program serves fewer than ten (10) students during the reporting period it will be allowed to group students over two (2) consecutive years to calculate performance. Exceptions may be made to include additional years of data if needed to ensure there are at least ten students in the reporting cohort.

### State Required Performance Levels

The following are the state required performance levels. These levels are negotiated with the USDOL, Employment and Training Administration every two years and must be met to remain on the ETPL.

Employment Rate 2 <sup>nd</sup> Quarter after Exit	65%
Employment Rate 4 <sup>th</sup> Quarter after Exit	65%
Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$17,450
Credential Attainment Rate	65%
Program Completion Rate	65%

Note: These performance levels are based on 80% of the negotiated rate with USDOL and in consultation with the AWIB.



## Calculations of Performance Measures and Methodological Protocols

Program performance is determined by utilizing information provided by the training provider and from State unemployment insurance wage records and is determined by using the following methodology.

### Initial Eligibility

#### Participant Specific Performance:

- **Employment Rate 2<sup>nd</sup> Quarter after Exit:** Number of students who have exited the training program during the reporting period who are employed during the second quarter after exit (numerator) divided by the number of students who have exited during the reporting period (denominator), multiplied by 100 and reported as a percentage.
- **Employment Rate 4<sup>th</sup> Quarter after Exit:** Number of students who have exited the training program during the reporting period who are employed during the fourth quarter after exit (numerator) divided by the number of students who have exited during the reporting period (denominator), multiplied by 100 and reported as a percentage.
- **Median Earnings Rate:** The median earnings of students who are in unsubsidized employment during the second quarter after exit from the program. Student's quarterly earnings will be obtained from unemployment insurance wage records or through federal payroll records. Median earnings is the wage at the midpoint between the highest and lowest wage earned in the second quarter after exit.
- **Credential Attainment Rate:** The number of students who obtain a recognized post-secondary credential during participation or within one year after exit (numerator) divided by the total number of students exiting the program (denominator), multiplied by 100 and reported as a percentage.
- **Completion Rate:** The number of participants who completed their training program (numerator) divided by the total number of students exiting the program (denominator), multiplied by 100 and reported as a percentage.

#### Provider Specific Performance:

- The degree in which the provider is in partnership with business. This may be done by producing letters of support from business or other documentation showing a partnership between the training provider and business. **Performance Goal:** Training provider is able to produce at least three letters from businesses showing that the business would hire employees with the type of credential provided by the training program.
- The ability of the training provider to offer programs that lead to a recognized post-secondary credential. **Performance Goal:** Credentials offered by the provider are regionally, and/or nationally recognized, stackable and portable, or specific to an in-demand industry or occupation.
- Information that addresses the alignment of the training services with in-demand industry sectors and priority occupations, as determined by the AWIB. A list of in-demand industry sectors and occupations can be located on the AWIB website <http://labor.alaska.gov/awib/>. **Performance Goal:** The provider must be able to associate the type of training to occupations located on the in-demand industry and priority occupation list. If the type of training is not associated with these occupations, an exemption from this measure may be

provided if the training program is used to address participants who possess barrier to employment, specialized occupations or unique employer requests.

## Continued Eligibility

### Participant Specific Performance:

- **Employment Rate 2<sup>nd</sup> Quarter after Exit:** Number of students who have exited the training program during the reporting period who are employed during the second quarter after exit (numerator) divided by the number of students who have exited during the reporting period (denominator), multiplied by 100 and reported as a percentage.
- **Employment Rate 4<sup>th</sup> Quarter after Exit:** Number of students who have exited the training program during the reporting period who are employed during the fourth quarter after exit (numerator) divided by the number of students who have exited during the reporting period (denominator), multiplied by 100 and reported as a percentage.
- **Median Earnings Rate:** The median earnings of students who are in unsubsidized employment during the second quarter after exit from the program. Student's quarterly earnings will be obtained from unemployment insurance wage records or through federal payroll records. Median earnings is the wage at the midpoint between the highest and lowest wage earned in the second quarter after exit.
- **Credential Attainment Rate:** The number of students who obtain a recognized post-secondary credential during participation or within one year after exit (numerator) divided by the total number of students exiting the program (denominator), multiplied by 100 and reported as a percentage.
- **Completion Rate:** The number of participants who completed their training program (numerator) divided by the total number of students exiting the program (denominator), multiplied by 100 and reported as a percentage.

### Program Specific Performance:

- The ability of the training program to be accessed throughout the state, including rural areas and through the use of technology; **Performance goal:** The training program is available via distance learning, if applicable, or deliverable in rural locations.
- The degree to which training program relates to in-demand industry sectors and occupations in the State. A list of in-demand industry sectors and occupations can be located on the AWIB website <http://labor.alaska.gov/awib/>; **Performance goal:** The training program relates to occupations located on the in-demand industry and priority occupation list. If the training is not associated with these occupations, an exemption may be provided if the program is use to address participants who possess a barrier to employment, specialized occupations or unique employer requests.
- The use of industry-recognized certificates and credentials; **Performance Goal:** The credential provided by the training program is regionally and/or nationally recognized, stackable and portable, or specific to an in-demand industry or occupation.
- The ability for individuals who are employed and individuals with barriers to employment to access the training program; **Performance Goal:** the definition of individuals with barriers to employment can be found in the definition section. Individuals who are employed or individuals with barriers to employment, who receive training services, will be determined by the participant data elements provided by the training provider.

- The timely and accurate submittal of eligible training provider performance reports as required under WIOA sec. 116(d)(4). **Performance Goal:** training program completer reports are complete, accurate and submitted by August 31 each year.

## **Denials, Removals and Appeal Process**

### **Denials**

A training provider and associated program will be denied ETPL eligibility if the provider:

- a) fails to meet the minimum criteria for initial eligibility or continued eligibility as specified in this procedure;
- b) intentionally supplies inaccurate information;
- c) is required by Alaska State law to be ACPE authorized or exempt to operate in the State and is not.

If the Division denies eligibility for initial listing of a provider's program on the ETPL, the Division must, within 30 calendar days of this decision, inform the provider in writing and include the reason(s) for the denial and provide information on the appeal process as stipulated in the Division Appeal Policy.

### **Removal**

The Division shall remove a program (or programs) from the ETPL if:

- a) the provider fails to supply available participant data required for the performance review within due dates established. Training providers who are unwilling to supply required and available participant data shall be informed by the Division that their program(s) of training will be removed from the ETPL;
- b) it is determined that the training provider intentionally supplied inaccurate information; or
- c) substantially violates any WIOA requirements (penalties are described in WIOA Section 122(f)(1) and (2) and include termination for not less than two years from the list and liable to repay all adult, dislocated worker and youth training funds it received during the period of noncompliance); or
- d) required performance levels are not met.

The Division, in coordination with the AWIB, has the option of establishing a process to accept supplemental individual participant data from a training provider with a program that did not meet required performance levels. Adopting such an option requires the Division to inform an affected training provider that certain supplemental data on employment and earnings will be accepted and the required due date for the receipt of the data. After reviewing supplemental information supplied by the provider, the Division shall conclude that WIOA Section 122(b)(2) performance requirements were either met or not met. At the point the Division determines a program will be removed from the ETPL, the Division shall, within 30 calendar days of this decision, inform the

provider in writing and include the reason(s) for the removal and provide complete information on the appeals process.

The Division shall remove a program that is determined to be no longer eligible no earlier than the 31st calendar day from the issuance of the denial notice. If a training provider chooses to appeal, the training program subject to removal shall remain on the ETPL until the appeal is concluded.

When a training program is removed from the ETPL, WIOA participants currently enrolled in the program with the support of an ITA may complete their training as outlined in their WIOA Individual Employment Plan.

### **Appeals**

A provider wishing to appeal a decision must do so in writing to the Division within 30 calendar days of the issuance of the denial notice following the procedures stipulated in the Division's Appeal Policy. The appeal must be in writing and include information as outlined in the appeal policy. The document must be signed and dated by the complainant or authorized representative and emailed to [DOL.ETPL@alaska.gov](mailto:DOL.ETPL@alaska.gov).

## Data Elements and Submittal

Each year the Division collects performance data from eligible training providers on all student populations for ETPL eligible programs. Two types of data will be collected, training provider data and training participant data. Data collected will be analyzed to determine if the programs meet the minimum standards for initial eligibility and continued eligibility. Failure to provide the required data, or the intentional submission of inaccurate data, may result in program ineligibility and/or removal from the state ETPL.

In an effort to lessen the burden of data reporting by the provider, the Division will use participant data to match with data gathered by ACPE and the DOLWD Research & Analysis section. This will include matching participant records with demographic information and wage data to determine specific outcomes of an eligible program, including employment status of participants after training, and program data collected during the ACPE authorization and exemption process.

### Training Provider Data

Any time there is a change in the information that was submitted at time of application, training providers are required to notify the Division. This includes changes such as:

1. Provider Information:
  - a. institution name
  - b. contact information
  - c. training locations
  - d. business license information

### Training Program Data

1. Program information:
  - a. program name
  - b. delivery method
  - c. length of training
  - d. training costs
  - e. credentials

Significant changes in program information could result in the Division requiring the training provider to submit a new ETPL application.

### Training Participant Data

The Division will annually provide instructions to training providers for electronically submitting training participant data. All data must be encrypted prior to submittal to protect participants' personally identifiable information.

Training providers are required to submit information on all students in the training program. The following data elements, one record for each training participant exiting the program, are required:

1. Training program
2. Campus/city
3. Participant name (Last, First MI)
4. Social security number (XXX-XX-XXXX)
5. Date of birth (mm/dd/yyyy)
6. Training start date (mm/dd/yyyy)
7. Training exit date (mm/dd/yyyy)
8. Completion status
  - a. Degree or certificate awarded or program completed
  - b. Withdrew with full refund
  - c. Entered active duty military
  - d. Entered religious program or mission
  - e. Entered Peace Corps or AmeriCorps
  - f. Transferred to another educational program
  - g. Withdrew for medical reasons
  - h. Died
  - i. Incarcerated
  - j. Other
9. Race
  - a. American Indian or Alaska Native
  - b. Asian
  - c. Black or African American
  - d. Native Hawaiian or other Pacific Islander
  - e. White
  - f. More than one race
  - g. Not collected
10. Ethnicity - Hispanic/Latino
  - a. Yes
  - b. No

### **Due Dates**

Training providers must submit data for the calendar year no later than August 31st of the following year.

## **Exemptions from ETPL**

### **Apprenticeship**

All apprenticeship programs that are registered with the U.S. Department of Labor, Office of Apprenticeship, or a recognized State apprenticeship agency are automatically eligible to be included on the ETPL. Some program sponsors may not wish to be included on the ETPL therefore the Division will send notices to all apprenticeship programs to determine if they wish to be included on the ETPL.

Once on the ETPL, apprenticeship programs will remain on the list until the apprenticeship program notifies the Division that it no longer wants to be included on the list.

Inclusion of the apprenticeship on the ETPL allows an individual who is eligible for WIOA title I-B funds to use those funds toward apprentice training. The use of ITA's and other WIOA title I-B funds toward apprenticeship training may be used for both classroom training and OJT.

### **Other Work Based Training Programs**

Providers of OJT, customized training, incumbent worker training, internships, paid or unpaid work experience, or transitional employment are not subject to the same requirements as entities listed on the eligible training provider list. They are exempt and therefore not required to submit performance data or undergo a Division review during the initial or continuing eligibility determination process.

Instead, Section 122(h)(2) tasks the one-stop operator in a local area to collect such performance information from providers and use the information to determine whether the providers meet such performance criteria as the Governor may require. The one-stop operator shall disseminate information identifying such providers that meet the criteria as eligible providers, and the performance information, through the one-stop delivery system. One-stop operators in a local area should complete reviews of these types of providers to ensure continued use of their services provides participants with quality, relevant training opportunities.

## **Dissemination of the Eligible Training Provider List**

WIOA requires the ETPL be provided to the public in an easily understandable format. The Division will prepare the list of eligible providers and include information identifying the recognized post-secondary credential offered by the program and other appropriate information. This list will be made available through the one-stop delivery system and assessable online through websites and searchable databases. The list will include relevant performance and cost information and will be

presented in a way that is easily understood in order to maximize informed consumer choice and serve all significant population groups.

## Definitions

- **Alaska Commission on Postsecondary Education (ACPE)** is a state agency that ensures postsecondary education providers and their training programs meet the standards as outlined in law.
- **Completion Rate:** The percentage of individuals who successfully complete the training program as compared to all individuals who exited the respective program.
- **Completion Rate – WIOA participants:** The percentage of WIOA-funded exiters who successfully completed the program during the reporting period compared to the number of WIOA-funded participants who exited the program regardless of the outcome.
- **Completer Data:** The information requested by the Division to the training provider annually and includes information on students and completion rates.
- **Credential:** within the context of workforce development generally, the term credential refers to an attestation of qualification or competence issued to an individual by a third party such as an educational institution or an industry or occupational certifying organization, with the relevant authority or assumed competence to issue such a credential.
- **Customized Training:** Is to be used to meet the special requirements of an employer or group of employers, and conducted with a commitment by the employer to employ all individuals upon successful completion of training. The employer must pay for a significant share of the cost (over 50%) of the training. In order for the employed worker to qualify, the employee must not be earning a self-sufficient wage, and the requirements of customized training in the proposed training must incorporate new technologies, processes, or procedures; skills upgrades; workplace literacy; or other appropriate purposes.
- **Designated State Agency:** Is assigned by the Governor under WIOA for ETPL data collection, eligibility determinations, and consumer reporting. The State of Alaska, Department of Labor and Workforce Development, Division of Employment and Training Services (hereinafter called the Division) is Alaska’s Designated State Agency.
- **Earnings:** A person’s quarterly earnings found in unemployment insurance wage records, through federal payroll records or earnings substantiated by supplemental data.
- **Employed:** Is a participant that is working for pay and who’s employment is reported through unemployment insurance records in Alaska and other states or through federal payroll records, or self-employment substantiated by supplemental data.
- **Employment Rate:** Percentage of participants who have completed the applicable program and who are placed in unsubsidized employment as compared to the total number of participants exiting from a program.



- **Exiters:** All participants in the program who left during the reporting period, no matter what the reason and regardless of their start date.
- **Exiters, WIOA funded:** All WIOA-funded participants in the applicable program who left during the reporting period, no matter what the reason and regardless of their start date.
- **Incumbent Worker Training:** Incumbent worker training is designed to ensure that employees of a company are able to gain the skills necessary to retain employment and advance within the company or to provide the skills necessary to avert a layoff.
- **Individuals with Barrier to Employment:** Barriers to employment means a member of one or more of the following populations: (A) Displaced homemakers, (B) Low-income individuals, (C) Indians, Alaska Natives, and Native Hawaiians, (D) Individuals with disabilities, including youth who are individuals with disabilities, (E) Older individuals, (F) Ex-offenders, (G) Homeless individuals or homeless children and youths, (H) Youth who are in or have aged out of the foster care system, (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, (J) Eligible migrant and seasonal farm workers, (K) Individuals within 2 years of exhausting lifetime eligibility (for TANF), (L) Single parents (including single pregnant women), (M) Long-term unemployed individuals, (N) Such other groups as the Governor involved determines to have barriers to employment.
- **Median Earnings:** Is the amount that divides the income distribution into two equal groups, half having earnings above that amount, and half having earnings below that amount.
- **Non-Occupational Training:** Training less than 80 contact hours in duration and that does not result in (A) a certificate or a degree, or (B) skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by industries and determined prior to training.
- **On-the-Job Training (OJT):** Is training designed to provide a participant with the knowledge and skills necessary for the full performance of the job.
- **Program Participants:** Refers to all students in a program of training.
- **Program of Training Services:** Is one or more courses or classes, or a structured regimen that leads to (A) a recognized post-secondary credential, secondary school diploma or its equivalent, (B) employment, or (C) measurable skill gains toward such a credential or employment.
- **Recognized Post-Secondary Credential:** Means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree.
- **Reporting Period:** is the calendar year broken into four quarters e.g.: January through March, April through June, July through September and October through December.
- **Sponsor(s)** may be:
  - employers with registered apprenticeship programs that provide formal in-house instruction as well as on-the job training at work site;
  - employers who use an outside educational provider;

- joint apprenticeship training programs made up of employers and unions;
- intermediaries who serve as program sponsors when they take responsibility for the administration of the apprenticeship program such as educational institutions, industry associations and community based organizations.
- **Successful Completers:** All exiters who successfully completed the program during the reporting period including (1) those who have graduated from a program with a degree or certificate or nationally recognized skill standard, or (2) for community and technical colleges and private institutions, students who have transferred to a 4-year institution, or have completed a nationally recognized skill standard and are employed. For private institutions that do not use the same quarter credit system as the community and technical college system, the acceptable equivalent will be a year of vocational training.
- **Supplemental Data:** Supplemental data refers to data in addition to administrative records used by the Division in calculating the performance measures. Such information may include documentation on self-employment and self-reported earnings, a copy of a W-2 form, pay stub, or Internal Revenue Service 1099 form that documents employment during the time period in the measure.
- **Training Program:** A program of training services is one or more courses or classes or a structured regimen that leads to a (A) recognized post-secondary credential, secondary school diploma or its equivalent, (B) employment, or (C) measurable skill gains toward a credential or employment.
- **Employment:** Any employment where the employee's wages are not directly paid in whole or in part by funds provided under WIOA Title I-B. Employment in the military also is considered employment.
- **Work-Based Training including Apprenticeship:** Work-based training is employer-driven with the goal of unsubsidized employment after participation. Generally, work-based training involves a commitment by an employer to fully employ successful participants after they have completed the program.

**State of Alaska**  
**Department of Labor and Workforce Development**

<b>Division:</b> Employment and Training Services	<b>Policy:</b> 07-501
<b>Subject:</b> Eligible Training Provider and Program List (ETPL)	<b>Pages:</b> 2
<b>Reference:</b> Workforce Innovation and Opportunity Act (WIOA) <a href="#">Public Law 113-128, Chapter 1, Section 122</a> ; 20 CFR, NPRM Part 677, <a href="#">Subpart E 677.230</a> ; 34 CFR, NPRM Part 361, <a href="#">Subpart E 361.230</a> ; 20 CFR, NPRM, Part 680 <a href="#">Subpart D 680.400 - 680.530</a> ; Alaska Workforce Investment Board Resolution 15-03; <a href="#">WIOA Training and Employment Guidance letter No. 41-14</a> ; Family Educational and Privacy Rights (FERPA) <a href="#">20 U.S. Code 1232g</a>	<b>Effective:</b>
<b>Approved:</b> _____ Mike Andrews, Director	_____ Date

### Applicability

This policy applies to State of Alaska Department of Labor and Workforce Development staff, Workforce Innovation and Opportunity Act (WIOA), Title 1-B grant recipients, participants enrolled in WIOA Title 1-B Adult, Dislocated Worker, National Dislocated Worker Grants and Youth programs, and Alaska training providers interested in inclusion on the Eligible Training Provider List (ETPL).

### Purpose

To inform all applicable parties of the manner in which the ETPL is required to be administered under WIOA.

### Background

WIOA emphasizes informed customer choice, performance accountability, and continuous improvement. A primary means to achieve these goals is through the Eligible Training Provider List (ETPL). The ETPL is designed to provide reliable and objective customer information on training providers, their services, and the quality of their programs.

## Policy

As the State Administrator for funds provided under Section 122 of the Workforce Innovation and Opportunity Act it is the policy of the Division to:

- a. Coordinate with the Alaska Workforce Investment Board (AWIB) in the management of the ETPL;
- b. Maintain a list of training programs eligible to receive Individual Training Accounts (ITAs) funded by WIOA Title 1-B programs, including information on performance and program costs for participants;
- c. Administer the ETPL process in a manner to ensure significant numbers of competent providers:
  - a. Offer training programs and occupational choices that relate to in-demand industry sectors and occupations;
  - b. Offer programs leading to industry recognized postsecondary credentials;
  - c. Offer programs that have the ability to provide training to individuals who are employed and those with barriers to employment<sup>i</sup>, through a variety of delivery methods.
- d. Administer the ETPL in a manner that is consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA);
- e. Make performance determinations in accordance with WIOA law and regulations, Division ETPL procedures, and to meet program quality and performance expectations as determined by the AWIB and as negotiated with the US Department of Labor, including:
  - i. The requirement for training providers to submit data elements necessary to determine if individual programs meet performance;
  - ii. Removing programs that do not provide data and/or do not meet performance standards;
  - iii. Verifying the accuracy of the information reported to the Division;
  - iv. Taking appropriate enforcement actions in case of intentional provision of inaccurate information.
- f. Provide training providers whose programs are denied listing or are removed from the ETPL with appeal rights as detailed in the Division Appeal policy.
- g. Allow WIOA Title I-B participants to attend a training program offered by a provider on another State's ETPL if the same training is not available in Alaska AND a formal reciprocal agreement is in place with that other state.

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<sup>i</sup> [WIOA Title 1B Sec. 3. \(24\) Individual with a Barrier to Employment](#),

Barriers to employment means a member of one or more of the following populations: (A) Displaced homemakers, (B) Low-income individuals, (C) Indians, Alaska Natives, and Native Hawaiians, (D) Individuals with disabilities, including youth with disabilities, (E) Older individuals, (F) Ex-offenders, (G) Homeless individuals or homeless children and youths, (H) Youth who are in or have aged out of the foster care system, (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, (J) Eligible migrant and seasonal farm workers, (K) Individuals within 2 years of exhausting lifetime eligibility under TANF, (L) Single parents (including single pregnant women), (M) Long-term unemployed individuals, (N) Such other groups as the Governor determines to have barriers to employment.



**State of Alaska**  
Department of Labor and Workforce Development  
Division of Employment and Training Services

## Eligible Training Provider and Program Application

Workforce Innovation and Opportunity Act (WIOA)  
Adult and Dislocated Worker and Youth Programs

This application is for "initial eligibility" for training providers who are applying to have their training programs listed on Alaska's Eligible Training Provider and Program List (ETPL).

### Training Provider Information

1. Name of Training Provider/Educational Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Website: \_\_\_\_\_

2. Contact person for this application:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Contact person for **Completer Data** as defined in the ETPL Procedural Guide:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

4. Federal Employer Identification Number: \_\_\_\_\_

### Submittal Information

***Important:*** Please refer to the Department of Labor and Workforce Development (DOLWD), Division of Employment and Training Services (DETS) website, Eligible Training Provider and Program List (ETPL) page for provider responsibilities and information on regulations and definitions at:  
<http://www.labor.alaska.gov/bp/etpl.htm>.

Submit completed applications and attachments to:

Eligible Training Provider and Program List  
DOLWD/DETS  
PO Box 115509  
Juneau, AK 99811-5509  
Email: [DOL.ETPL@alaska.gov](mailto:DOL.ETPL@alaska.gov)

Scanned copies of the completed application are acceptable.

## Training Program Information

Complete this section for **each training program** for which you are seeking ETPL eligibility.

1. Name of training program or training services: \_\_\_\_\_

2. Is the program  new OR  currently in existence?

- If this is a **new** training program, please explain the partnership with business, meaning the training being provided is required by an employer(s). This may be done by producing letters of support from business or other information showing a partnership between the training provider and business.
- If an **existing** training program, please submit (with this application) the past three calendar years of student data including student name, birth date or social security number, training start date, training end date, and indicate if training was completed and credential or degree attained.

3. Training sites where training services are conducted: (if a different curriculum is used, then a separate application must be completed for each site with a different curriculum.)

Site address: \_\_\_\_\_

Delivery method:     Classroom    Distance     Both

Site address: \_\_\_\_\_

Delivery method:     Classroom    Distance     Both

4. Does this program result in (✓ check all that apply):

an Associate degree? Name of the degree: \_\_\_\_\_

a Bachelor degree? Name of the degree: \_\_\_\_\_

a Credential, such as an industry recognized certificate or endorsement?

Name of organization certifying the credential: \_\_\_\_\_

Name/type of credential to be attained: \_\_\_\_\_

5. If other than a degree or credential? Please describe: \_\_\_\_\_

And provide the following:

- a. Documentation of the minimum performance standards of skills or competencies for successful completion of the training program; **AND**
- b. Documentation that the minimum performance standards are needed for a specific job or jobs, an occupation, occupational group or generally, for many types of jobs or occupations. Such documentation might include statements from local employers affirming that the minimum performance standards attained by successful completers will meet their minimum standards of employment or evidence that the minimum performance standards for training meets the minimum qualifications for recent recruitments in Alaska.

6. Is this program accredited? \_\_\_\_\_ Name of Accrediting Agency \_\_\_\_\_

7. Training Program Costs: Tuition: \_\_\_\_\_ Books & Supplies: \_\_\_\_\_  
Fees: \_\_\_\_\_ Other required costs e.g. tools: \_\_\_\_\_

If housing/meals are required costs to attend the training program please explain and provide the cost information: \_\_\_\_\_

8. Training program length for full-time enrollment: \_\_\_\_\_ Is part-time enrollment permitted? \_\_\_\_\_

9. Please provide a narrative that describes the program, attendance, grading policy and costs. You may attach the narrative to this application or provide it electronically through a web link.

## Statement of Training Provider Viability and Assurances

**Training Provider please review the following statements for compliance with ETPL requirements.**

1. The training provider is a legal entity, registered to do business in the State of Alaska and has a current business license on file with the State of Alaska, Department of Commerce.
2. The training provider has a current status with the Alaska Commission on Postsecondary Education (ACPE).
3. Training provider is eligible to receive Federal funds, and is (✓ check one):  
 a postsecondary institution eligible to receive Federal funds under the Higher Education Act, or  
 apprenticeship program recognized under the National Apprenticeship Act, or  
 a public or private provider of training programs.
4. Training provider does not discriminate against nor deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA--financially assisted program or activity as specified in 29 CFR 37.20 -.22.
5. Training provider is in compliance with the 1990 Americans with Disabilities Act.
6. Training provider is able to operate occupational classroom training programs(s) including employment placement assistance.
7. Training provider agrees to allow provider facilities, classroom instruction, relevant financial and insurance records, and attendance records to be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements.
8. Training provider agrees to annually provide Department of Labor and Workforce Development, Division of Employment and Training Services key data on **ALL** training program participants. This key data includes the participant **Social Security Number and Date of Birth**. This information is needed to conduct an annual program performance review.
9. Training provider agrees to submit a revised application if there is a program name, curriculum, or policy change.
10. Training provider agrees to retain all ETPL related student records for a period of six years.

**I hereby certify, as an authorized representative of the said training institution, that the above statements and all information included in this application are accurate and true.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities



**State of Alaska**  
Department of Labor and Workforce Development  
Division of Employment and Training Services

**University of Alaska**  
**Eligible Training Provider and Program Application**

Workforce Innovation and Opportunity Act (WIOA)  
Adult, Dislocated Worker and Youth Programs

This application is for "initial eligibility" for programs provided by the University of Alaska to be listed on Alaska's Eligible Training Provider (ETP) List.

**Training Provider Information**

1. University Branch affiliation:  Fairbanks  Anchorage  Southeast  Statewide

2. Contact person for this application:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

3. Contact person for **Completer Data** as defined in the ETPL Procedures document:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Submittal Information**

**Important:** Please refer to the Department of Labor and Workforce Development (DOLWD), Division of Employment and Training Services (DETS) website, Eligible Training Provider and Program List (ETPL) page for provider responsibilities and information such as regulations and definitions at: <http://www.labor.alaska.gov/bp/etpl.htm>.

Submit completed applications and attachments to:

Eligible Training Provider and Program List  
DOLWD/DETS  
PO Box 115509  
Juneau, AK 99811-5509  
Email: [DOL.ETPL@alaska.gov](mailto:DOL.ETPL@alaska.gov)

Scanned copies of the completed application are acceptable.



## Training Program Information

Complete this section for **each program** for which you are seeking ETPL status.

1. Name of training program or training services: \_\_\_\_\_
  
2. Is the program  new OR  currently in existence?
  - If this is a **new** training program, please explain the partnership with business, meaning the training being provided is required by an employer(s). This may be done by producing letters of support from business or other information showing a partnership between the training provider and business.
  - If an **existing** training program, please submit (with this application) the past three calendar years of student data including student name, birth date or social security number, training start date, training end date, and indicate if training was completed and credential or degree attained.
  
3. University Campuses at which this program is delivered:  
Campus \_\_\_\_\_  
Delivery method:     Classroom     Distance     Both  
Campus \_\_\_\_\_  
Delivery method:     Classroom     Distance     Both
  
4. Will the training program result in:
  - An Associate degree    Name of degree: \_\_\_\_\_
  - Baccalaureate degree    Name of degree: \_\_\_\_\_  
*(If either of these degrees is a program developed under the Statewide Branch of the University, please list which local branch of the University is a partner for issuing the degree: \_\_\_\_\_)*
  - Credential, such as an industry recognized certificate or endorsement  
Name of organization certifying the credential: \_\_\_\_\_  
Name/type of credential to be attained: \_\_\_\_\_
  - University of Alaska "Occupational Endorsement", not issued by a third party
  - University of Alaska "Workforce Development Certificate", not issued by a third party
  - Other    Please explain: \_\_\_\_\_

If the program of training services results in an "Occupational Endorsement" or a "Workforce Development Certificate" issued by the University and not by a third party, please provide:

- a) Documentation of the minimum performance standards of skills or competencies for successful completion of the training program **AND**
- b) Documentation that those minimum performance standards are needed for a specific job or jobs, an occupation, occupational group or generally, for many types of jobs or occupations. Such documentation might include statements from local employers affirming that the minimum performance standards attained by successful completers will meet their minimum standards of employment or evidence that the minimum performance standards for training meets the minimum qualifications for recent recruitments in Alaska.

5. Program length for full-time enrollment: \_\_\_\_\_ Is part-time enrollment permitted? \_\_\_\_\_
  
6. Program Cost: Tuition: \_\_\_\_\_ Books/Supplies: \_\_\_\_\_  
Fees: \_\_\_\_\_ Other required costs (e.g. tools) \_\_\_\_\_  
If housing/meals are required costs to attend the training program please explain and provide the cost information: \_\_\_\_\_

7. Please provide a narrative that describes the program, attendance, grading policy and costs. You may attach the narrative to this application or provide it electronically through a web link.

### **Training Provider Statement of Assurances**

1. The University of Alaska is eligible to receive Federal funds.
2. The University of Alaska does not discriminate against nor deny employment or services to any person on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA--financially assisted program or activity as specified in 29 CFR 37.20 -.22.
3. The University of Alaska is in compliance with the 1990 Americans with Disabilities Act (ADA)
4. The University of Alaska is able to operate occupational classroom training programs(s) including provision of employment placement assistance
5. The University of Alaska agrees to allow provider facilities, classroom instruction, relevant financial and insurance records, and attendance records to be reviewed by state, federal and/or local monitors or auditors to ensure compliance with funding requirements
6. The University of Alaska agrees to annually provide Department of Labor and Workforce Development, Research & Analysis (R&A) key data on **ALL** training program participants. This key data includes the participant **Social Security Number and Date of Birth**. This information is needed to conduct an annual program performance review
7. The University of Alaska agrees to submit a revised application if program name, curriculum, or policies change.
8. The University of Alaska agrees to retain all ETPL related student records for a period of six years.

**I hereby certify, as an authorized representative of the University of Alaska that the above statements and all information included in this application are accurate and true.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request to individuals with disabilities

**RESOLUTION NUMBER 15-06**  
**RESOLUTION Supporting Eligible Training Provider List (ETPL) Policy,**  
**Procedural Guide and Applications**

WHEREAS, the Alaska Workforce Investment Board (AWIB) is an industry-driven public organization comprised of representatives from business and industry, education, organized labor, and government; and

WHEREAS, the AWIB acts as the lead planning and coordinating entity for workforce development programs involving employment training; and

WHEREAS, the AWIB provides oversight of the workforce development system in Alaska; and

WHEREAS, the AWIB ensures access to training services is available throughout the state-including through the use of technology; and

WHEREAS, the AWIB advises the Governor, the Commissioner of the Department of Labor and Workforce Development (DOLWD) and the Alaska State Legislature; and

WHEREAS, Alaska businesses need skilled workers and Alaska's citizens need access to quality training to increase their level of skills and knowledge that lead to industry recognized credentials; and

WHEREAS, the Eligible Training Provider and Program List (ETPL) Policy applies to State of Alaska Department of Labor and Workforce Development staff, Workforce Innovation and Opportunity Act (WIOA), Title 1-B grant recipients, participants enrolled in WIOA Title 1-B Adult, Dislocated Worker, National Dislocated Worker Grants and Youth programs, and Alaska training providers interested in inclusion on the ETPL.

WHEREAS, the ETPL Policy, Procedural Guide and Applications inform all applicable parties of the manner in which the ETPL is required to be administered under WIOA.

NOW, THEREFORE, BE IT RESOLVED that the Alaska Workforce Investment Board supports the ETPL Policy, Procedural Guide and Applications.

**CERTIFICATION**

The AWIB held a meeting duly and regularly called, noticed, and convened this 29th of October and the foregoing resolution was adopted unanimously at said meeting.

Signed this 29th day of October, 2015

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Doug Ward, Chair  
Alaska Workforce Investment Board

**RESOLUTION 15-04**  
**RESOLUTION Regarding One-Stop Recertification**  
**for the Kodiak Job Center**

WHEREAS, the Alaska Workforce Investment Board (AWIB) is an industry-driven public organization comprised of representatives from business and industry, education, organized labor, and government; and

WHEREAS, the Alaska Workforce Investment Board (AWIB) is a public organization that is accountable through its members and staff to the residents, the Legislature and the Governor of Alaska;

WHEREAS, the AWIB shall act as the lead state planning and coordinating entity for state human resource programs involving employment training, vocational education, and workforce development;

WHEREAS, the Workforce Investment Act (WIA) requires a comprehensive review of the One-Stops Centers on a bi-annual basis; and

WHEREAS, the Kodiak Job Center is considered a One Stop Center; and

WHEREAS, the AWIB maintains participation and staff overview of One-Stop Centers compliance and reviews; and

WHEREAS, the AWIB and Division of Employment Training Services (DETS) staff and review team have reviewed the Kodiak Job Center and certify they meet all of the mandated WIA laws;

NOW THEREFORE BE IT RESOLVED: the AWIB on the advice and recommendation of the review team, hereby re-certify the Kodiak Job Center for a period of two years.

**CERTIFICATION**

The AWIB held a meeting duly and regularly called, noticed, and convened this 29th day of October, 2015 and the foregoing Resolution was adopted at said meeting.

Signed this 29th day of October, 2015

---

Doug Ward, Chair  
Alaska Workforce Investment Board

Health Care Occupations										
Rank	Occupational Title	Projected Growth	Projected # of Growth Openings	Percent Nonresident Workers**	Average Annual Wages*	Total Workers**	Average Age	Percent of Workers 50+	Education Level	On-the-job Training Level
1	Dental Hygienists	27.8%	159	2.3%	\$43,742	384	43	33%	Associate's Degree	None
2	Physician Assistants	25.5%	97	11.1%	\$78,642	351	45	41%	Master's Degree	None
3	Physicians and Surgeons, All Other	24.9%	59	9.6%	\$222,299	270	48	45%	Doctoral or Professional Degree	Internship/Residency
4	Dentists, General	24.6%	35	11.0%	\$90,043	145	43	37%	Doctoral or Professional Degree	None
5	Family and General Practitioners	24.1%	96	10.0%	\$97,336	291	44	34%	Doctoral or Professional Degree	Internship/Residency
6	Nurse Practitioners	23.7%	50	7.0%	\$68,171	214	46	49%	Master's Degree	None
7	Diagnostic Medical Sonographers	23.4%	18	11.5%	\$59,986	61	41	28%	Associate's Degree	None
8	Health Diagnosing and Treating Practitioners, All Other	23.4%	38	3.9%	\$53,651	154	41	29%	Master's Degree	None
9	Physical Therapists	23.0%	93	7.6%	\$52,135	331	42	27%	Doctoral or Professional Degree	None
10	Psychiatrists	23.0%	14	7.4%	\$132,262	54	51	64%	Doctoral or Professional Degree	Internship/Residency
11	Radiologic Technologists	22.2%	98	3.0%	\$54,340	367	43	38%	Associate's Degree	None
12	Surgical Technologists	22.0%	33	10.2%	\$41,721	147	39	20%	Postsecondary Non-Degree Award	None
13	Medical and Clinical Laboratory Technologists	21.8%	62	9.5%	\$50,030	210	44	42%	Associate's Degree	None
14	Respiratory Therapists	20.5%	35	4.4%	\$54,500	135	47	49%	Associate's Degree	None
15	Occupational Therapists	20.1%	39	3.8%	\$48,237	156	43	36%	Master's Degree	None
16	Registered Nurses	20.0%	994	5.5%	\$53,922	4,562	44	41%	Associate's Degree	None
17	Medical and Health Services Managers	19.8%	188	4.2%	\$72,162	836	48	49%	Bachelor's Degree	None
18	Internists, General	18.3%	20	19.1%	\$95,793	89	46	46%	Doctoral or Professional Degree	Internship/Residency
19	Emergency Medical Technicians and Paramedics	17.9%	84	5.5%	\$40,665	292	36	18%	Postsecondary Non-Degree Award	None
20	Pharmacists	17.8%	70	5.8%	\$85,565	294	43	33%	Doctoral or Professional Degree	None
21	Occupational Health and Safety Technicians	17.1%	19	22.5%	\$52,964	111	40	33%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
22	Medical Equipment Repairers	16.3%	8	5.4%	\$61,674	56	45	35%	Associate's Degree	Moderate-Term On-the-Job Training
23	Speech-Language Pathologists	15.2%	30	5.7%	\$49,010	211	44	39%	Master's Degree	None
24	Chief Executives	13.2%	169	4.7%	\$128,038	1,285	51	62%	Bachelor's Degree	None
25	Clinical, Counseling, and School Psychologists	13.1%	16	1.7%	\$57,328	117	43	35%	Doctoral or Professional Degree	Internship/Residency

Transportation Occupations										
Rank	Occupational Title	Projected Growth	Projected # of Growth Openings	Percent Nonresident Workers**	Average Annual Wages*	Total Workers**	Average Age	Percent of Workers 50+	Education Level	On-the-job Training Level
1	Captains, Mates, and Pilots of Water Vessels	15.3%	93	40.0%	\$55,691	442	44	45%	Bachelor's Degree	None
2	Bus and Truck Mechanics and Diesel Engine Specialists	13.8%	96	14.0%	\$53,875	702	41	33%	High School Diploma or Equivalent	Long-Term On-the-Job Training
3	Heavy and Tractor-Trailer Truck Drivers	13.7%	374	7.3%	\$45,942	2,395	45	42%	Postsecondary Non-Degree Award	Short-Term On-the-Job Training
4	Commercial Pilots	12.8%	107	19.1%	\$50,470	423	45	44%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
5	Transportation Workers, All Other	11.0%	75	10.1%	\$51,312	1,863	40	33%	High School Diploma or Equivalent	Short-Term On-the-Job Training
6	Transportation, Storage, and Distribution Managers	8.3%	22	5.3%	\$64,380	247	45	42%	High School Diploma or Equivalent	None
7	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	8.0%	28	10.8%	\$78,226	223	47	48%	High School Diploma or Equivalent	None
8	Aircraft Mechanics and Service Technicians	7.4%	96	8.9%	\$47,628	892	43	36%	Postsecondary Non-Degree Award	None
9	Airfield Operations Specialists	7.3%	8	8.5%	\$46,041	71	43	36%	High School Diploma or Equivalent	Long-Term On-the-Job Training
10	Airline Pilots, Copilots, and Flight Engineers	5.4%	92	40.5%	\$110,597	1,462	44	37%	Bachelor's Degree	Moderate-Term On-the-Job Training


Maritime Occupations										
Rank	Occupational Title	Projected Growth	Projected # of Growth Openings	Percent Nonresident Workers**	Average Annual Wages*	Total Workers**	Average Age	Percent of Workers 50+	Education Level	On-the-job Training Level
1	Welders, Cutters, Solderers, and Brazers	17.6%	129	19.2%	\$45,737	588	38	25%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
2	Captains, Mates, and Pilots of Water Vessels	15.3%	93	40.0%	\$55,691	442	44	45%	Bachelor's Degree	None
3	Bus and Truck Mechanics and Diesel Engine Specialists	13.8%	96	14.0%	\$53,875	702	41	33%	High School Diploma or Equivalent	Long-Term On-the-Job Training
4	Chief Executives	13.2%	169	4.7%	\$128,038	1,285	51	62%	Bachelor's Degree	None
5	Machinists	12.1%	25	20.1%	\$46,346	149	43	40%	High School Diploma or Equivalent	Long-Term On-the-Job Training
6	General and Operations Managers	12.0%	402	7.1%	\$72,694	3,947	46	45%	Bachelor's Degree	None
7	Cutting and Slicing Machine Setters, Operators, and Tenders	11.9%	7	43.6%	\$47,859	55	42	44%	High School Diploma or Equivalent	Short-Term On-the-Job Training
8	Maintenance Workers, Machinery	10.6%	32	13.1%	\$48,279	328	42	35%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
9	Ship Engineers	10.2%	27	44.7%	\$64,863	300	47	53%	Bachelor's Degree	None
10	Crane and Tower Operators	10.1%	13	26.6%	\$63,562	94	45	45%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
11	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	7.9%	26	4.0%	\$43,120	276	40	31%	Postsecondary Non-Degree Award	Long-Term On-the-Job Training
12	Electricians	7.5%	176	15.5%	\$57,314	1,868	39	27%	High School Diploma or Equivalent	Apprenticeship
13	Natural Sciences Managers	6.9%	12	1.5%	\$66,391	206	49	55%	Bachelor's Degree	None
14	Tank, Car, Truck, and Ship Leaders	6.5%	29	5.7%	\$47,059	192	47	50%	Less than High School	Short-Term On-the-Job Training
15	First-Line Supervisors of Farming, Fishing, and Forestry Workers	6.1%	6	25.5%	\$46,734	110	44	42%	High School Diploma or Equivalent	None
16	Industrial Production Managers	5.7%	4	9.3%	\$72,521	54	47	56%	Bachelor's Degree	None
17	Electrical and Electronics Repairers, Commercial and Industrial Equipment	4.6%	12	24.6%	\$83,641	207	44	39%	Postsecondary Non-Degree Award	Long-Term On-the-Job Training
18	Zoologists and Wildlife Biologists	3.1%	30	14.4%	\$40,272	50	42	30%	Bachelor's Degree	None

Oil and Gas Occupations										
Rank	Occupational Title	Projected Growth	Projected # of Growth Openings	Percent Nonresident Workers**	Average Annual Wages*	Total Workers**	Average Age	Percent of Workers 50+	Education Level	On-the-job Training Level
1	Hazardous Materials Removal Workers	23.4%	81	18.2%	\$40,720	433	35	18%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
2	Boilermakers	21.1%	19	7.8%	\$44,174	51	39	24%	High School Diploma or Equivalent	Apprenticeship
3	Mining and Geological Engineers, Including Mining Safety Engineers	21.1%	35	19.0%	\$77,768	147	40	27%	Bachelor's Degree	None
4	Rotary Drill Operators, Oil and Gas	19.6%	61	29.1%	\$82,795	351	37	19%	Less than High School	Moderate-Term On-the-Job Training
5	Derrick Operators, Oil and Gas	19.1%	12	36.4%	\$68,491	121	38	26%	Less than High School	Short-Term On-the-Job Training
6	Roustabouts, Oil and Gas	19.1%	320	21.8%	\$50,609	932	35	18%	Less than High School	Moderate-Term On-the-Job Training
7	Service Unit Operators, Oil, Gas, and Mining	18.6%	166	36.4%	\$76,176	1,073	37	22%	Less than High School	Moderate-Term On-the-Job Training
8	Environmental Engineering Technicians	18.1%	39	9.4%	\$58,751	180	37	24%	Associate's Degree	None
9	Geological and Petroleum Technicians	18.0%	148	23.9%	\$60,190	545	37	22%	Associate's Degree	Moderate-Term On-the-Job Training
10	Welders, Cutters, Solderers, and Brazers	17.6%	129	19.2%	\$45,737	588	38	25%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
11	Occupational Health and Safety Technicians	17.1%	19	22.5%	\$52,964	111	40	33%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
12	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	17.0%	46	21.6%	\$96,067	264	45	44%	Bachelor's Degree	None
13	Inspectors, Testers, Sorters, Samplers, and Weighers	15.9%	81	45.4%	\$77,854	544	39	28%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
14	Environmental Scientists and Specialists, Including Health	15.4%	108	3.9%	\$55,682	642	41	29%	Bachelor's Degree	None
15	Petroleum Engineers	15.4%	83	19.0%	\$199,574	399	41	33%	Bachelor's Degree	None
16	Captains, Mates, and Pilots of Water Vessels	15.3%	93	40.0%	\$55,691	442	44	45%	Bachelor's Degree	None
17	Supervisors of Construction and Extraction Workers	14.7%	142	23.8%	\$86,479	934	46	50%	High School Diploma or Equivalent	None
18	Geoscientists, Except Hydrologists and Geographers	14.5%	75	16.7%	\$126,319	359	43	41%	Bachelor's Degree	None
19	Electro-Mechanical Technicians	14.2%	17	25.0%	\$85,869	64	45	47%	Associate's Degree	None
20	Heavy and Tractor-Trailer Truck Drivers	13.7%	374	7.3%	\$45,942	2,395	45	42%	Postsecondary Non-Degree Award	Short-Term On-the-Job Training
21	Sales Engineers	13.6%	6	3.4%	\$91,578	58	41	28%	Bachelor's Degree	Moderate-Term On-the-Job Training
22	Mobile Heavy Equipment Mechanics, Except Engines	13.4%	131	22.0%	\$64,237	800	41	34%	High School Diploma or Equivalent	Long-Term On-the-Job Training
23	Construction Managers	13.3%	139	18.2%	\$89,904	1,148	47	49%	Bachelor's Degree	Moderate-Term On-the-Job Training
24	Architectural and Engineering Managers	13.2%	60	10.3%	\$153,597	312	48	50%	Bachelor's Degree	None
25	Chemists	13.0%	13	9.4%	\$54,962	64	41	28%	Bachelor's Degree	None




Construction Occupations										
Rank	Occupational Title	Projected Growth	Projected # of Growth Openings	Percent Nonresident Workers**	Average Annual Wages*	Total Workers**	Average Age	Percent of Workers 50+	Education Level	On-the-job Training Level
1	Pile-Driver Operators	28.6%	14	27.6%	\$54,365	76	41	37%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
2	Millwrights	24.3%	52	34.9%	\$64,049	149	40	32%	High School Diploma or Equivalent	Apprenticeship
3	Extraction Workers, All Other	24.1%	59	36.9%	\$68,991	428	38	25%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
4	Hazardous Materials Removal Workers	23.4%	81	18.2%	\$40,720	433	35	18%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
5	Boilermakers	21.1%	19	7.8%	\$44,174	51	39	24%	High School Diploma or Equivalent	Apprenticeship
6	Welders, Cutters, Solderers, and Brazers	17.6%	129	19.2%	\$45,737	588	38	25%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
7	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	17.0%	46	21.6%	\$96,067	264	45	44%	Bachelor's Degree	None
8	Inspectors, Testers, Sorters, Samplers, and Weighers	15.9%	81	45.4%	\$77,854	544	39	28%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
9	Supervisors of Construction and Extraction Workers	14.7%	142	23.8%	\$86,479	934	46	50%	High School Diploma or Equivalent	None
10	Heavy and Tractor-Trailer Truck Drivers	13.7%	374	7.3%	\$45,942	2,395	45	42%	Postsecondary Non-Degree Award	Short-Term On-the-Job Training
11	Earth Drillers, Except Oil and Gas	13.6%	20	27.9%	\$43,075	111	38	24%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
12	Construction Managers	13.3%	139	18.2%	\$89,904	1,148	47	49%	Bachelor's Degree	Moderate-Term On-the-Job Training
13	Operating Engineers and Other Construction Equipment Operators	12.8%	407	14.5%	\$52,377	2,899	43	39%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
14	Machinists	12.1%	25	20.1%	\$46,346	149	43	40%	High School Diploma or Equivalent	Long-Term On-the-Job Training
15	General and Operations Managers	12.0%	402	7.1%	\$72,694	3,947	46	45%	Bachelor's Degree	None
16	Construction and Building Inspectors	11.4%	39	24.5%	\$69,126	237	50	57%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
17	Excavating and Loading Machine and Dragline Operators	10.3%	32	6.9%	\$50,184	159	45	38%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
18	First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand	10.3%	30	12.0%	\$43,032	216	43	38%	High School Diploma or Equivalent	None
19	Crane and Tower Operators	10.1%	13	26.6%	\$63,562	94	45	45%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
20	Plumbers, Pipefitters, and Steamfitters	9.3%	160	9.3%	\$53,695	1,232	39	26%	High School Diploma or Equivalent	Apprenticeship
21	Installation, Maintenance, and Repair Workers, All Other	9.4%	139	9.9%	\$57,183	1,096	43	38%	High School Diploma or Equivalent	Moderate-Term On-the-Job Training
22	First-Line Supervisors of Production and Operating Workers	8.7%	74	25.5%	\$64,802	589	46	51%	Postsecondary Non-Degree Award	None
23	Mechanical Engineers	8.6%	30	13.0%	\$80,741	254	40	30%	Bachelor's Degree	None
24	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	7.9%	26	4.0%	\$43,120	276	40	31%	Postsecondary Non-Degree Award	Long-Term On-the-Job Training
25	Electricians	7.5%	176	15.5%	\$57,314	1,868	39	27%	High School Diploma or Equivalent	Apprenticeship

# **DAY TWO DOCUMENTS**

## **NEW BUSINESS**

-  **Resolution 15-05 Support of Registered Apprenticeship as a Workforce Development Strategy**

## **ANNUAL RECURRING BUSINESS**

-  **Election of Officers**
-  **Approval of 2016 Calendar**
-  **David G. Stone Secondary/Post-Secondary Instructor/Administrator of the Year Awards**

**RESOLUTION NUMBER 15-05**  
**RESOLUTION In Support Of Registered Apprenticeship as a**  
**Workforce Development Strategy for the Alaska Workforce Investment System**

WHEREAS, the Alaska Workforce Investment Board (AWIB) is an industry-driven public organization comprised of representatives from business and industry, education, organized labor, and government; and

WHEREAS, the (AWIB) is a public organization that is accountable through its members and staff to the residents, the Legislature and the Governor of Alaska;

WHEREAS, the AWIB shall act as the lead state planning and coordinating entity for state human resource programs involving employment training, vocational education, and workforce development;

WHEREAS, the public workforce system is playing a leadership role in meeting the demands of the 21st century economy by catalyzing the implementation of innovative talent development and lifelong learning strategies that will enable Alaskan workers to advance their skills and remain competitive in the global economy; and registered apprenticeship, a critical postsecondary vocational education, training and employment option available in every state in the country, is an important component of these talent development strategies;

WHEREAS, more than 1,200 Alaskan employers hire registered apprentices today and offer training in Alaska for more than 180 technical occupations;

WHEREAS, the President of the United States has established November 2nd through 8th as National Apprenticeship Week;

NOW THEREFORE BE IT RESOLVED that the AWIB officially continues to support the use of registered apprenticeship by the workforce investment system as an effective approach to building a skilled and competitive workforce in regional economies and increasing Alaska hire.

**CERTIFICATION**

The Alaska Workforce Investment Board held a meeting duly and regularly called, noticed, and convened this 30th day of October, 2015 and the foregoing Resolution was adopted unanimously at said meeting.

Signed this 30th day of October, 2015.

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Doug Ward, Chair  
Alaska Workforce Investment Board

## **AWIB Election of Officers Information**

### **ARTICLE VI**

#### **OFFICERS & ELECTION OF OFFICERS**

Section 1. The Board shall elect a chair and vice chair from among the members who are designated representatives of business and industry as appointed under AS 23.15.550. Both the chair and the vice-chair serve at the pleasure of the Board. The chair, vice-chair and immediate past chair shall serve as members of the Executive Committee.

The Board Chair shall annually, prior to December 31<sup>st</sup> of each year, select a Nominating Committee of members who do not intend to run for elected office. The Nominating Committee shall contact board members to solicit eligible candidates for the two elected offices, Chair and Vice-Chair. A notice of election and list of eligible nominated candidates will be sent to Board members no less than thirty days before the meeting when elections will be held. The election of officers will be held at the subsequent meeting of the Board, under New Business.

*Section 2. Term of Office.* The Chair and Vice-Chair will be elected annually.



# ALASKA WORKFORCE INVESTMENT BOARD CALENDAR

# 2016

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
March						
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27	28	29	30	31		
April						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
May						
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22	23	24	25	26	27	28
29	30	31				
June						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
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17	18	19	20	21	22	23
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31						
August						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			
September						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
October						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January**  
 1 New Year's Day  
 18 Martin Luther King Day  
 19 29<sup>th</sup> Alaska State Legislative 2<sup>nd</sup> Session Begins

**February**  
 15 President's Day

**March**  
 15 APOC Forms Due  
 28 Seward's Day

**April**  
 17 29<sup>th</sup> Alaska State Legislative 2<sup>nd</sup> Session Ends

**May**  
 30 Memorial Day

**June**

**July**  
 4 Independence Day

**September**  
 5 Labor Day

**October**  
 19 Alaska Day  
 31 WIA Annual Report Due

**November**  
 11 Veteran's Day  
 24 Thanksgiving Day

**December**  
 26 Christmas Day



**ALASKA DEPARTMENT OF LABOR  
 & WORKFORCE DEVELOPMENT**

- Legislative Committee – At the call of the Chair
- Executive Committee – 2nd Tuesday of each month, 1:30 pm
- Workforce Readiness/Employment/Placement Committee – 3<sup>rd</sup> Thursday of each odd month, 9:30 am
- Policy/Planning Committee – 4th Thursday of each odd month, 1:30 p.m. \*\*meets the first Thursday of December due to holiday
- Assessment/Evaluation Committee – 3<sup>rd</sup> Thursday of each odd month, 3:00 pm
- Youth Council – Quarterly - First Wednesday of January, April, August & November, 10:00 am
- AWIB Business Meetings – At the call of the Chair (normally February, May, October)
- Other meetings and important dates
- Observed Holidays – AWIB staff office is closed



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board**

**David G. Stone**

**Secondary**

**Career and Technical Education Instructor/Administrator of the Year Award  
Criteria**

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**PURPOSE**

The AWIB supports education and training that leads to employment and careers. To support this mission, the AWIB is soliciting nominations from employers for the David G. Stone Secondary Vocational Training Instructor/Administrator of the Year Award. Nominees will represent individuals whose programs are directly connected to placement of their students in a training, vocational education program or apprenticeship.

Recipients of this award must have made significant contributions toward innovative programs that are serving to improve and promote vocational technical career education.

**CRITERIA**

- 1) **PROFESSIONAL PRACTICE:** The nominee demonstrates instructional expertise, creativity, and innovation. The nominee is an instructional leader at the local, state, and/or national level.
- 2) **COMMUNITY ENGAGEMENT:** The nominee frequently interacts with community members on substantive education issues. The nominee identifies and helps to bring community resources to students in both formal and informal settings.
- 3) **LEADERSHIP IN PROFESSIONAL DEVELOPMENT:** The nominee continually engages in experience to improve his or her practice and to gain new skills and knowledge. The nominee shares this new learning with colleagues in a variety of venues. The nominee's participation in and commitment to professional development has a visible impact on his or her institution, student, and community.
- 4) **ATTENTION TO DIVERSITY:** The nominee works to provide a learning environment that meets the needs of all students, regardless of differences. The nominee uses a variety of techniques to effectively address students' different learning styles and needs. The nominee recognizes and explicitly addresses the full array of values, cultures, and experiences represented in our diverse modern society, through curriculum, instruction and/or administration and in other interactions with students.

**NOMINEE ELIGIBILITY**

Individuals employed as full-time classroom/laboratory instructors or administrators in a secondary vocational technical career education program are eligible recipients for this award. Nominee's programs must be directly related to business/industry training and or employment.



**ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT**

**Alaska Workforce Investment Board  
David G. Stone  
Post Secondary  
Career and Technical Education  
Instructor/Administrator of the Year Award  
Criteria**

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**PURPOSE**

The AWIB supports education and training that leads to employment and careers. To support this mission, the AWIB is soliciting nominations from employers for the David G. Stone Post Secondary Vocational Training Instructor/Administrator of the Year Award. Nominees will represent individuals whose programs are directly connected to placement of students in a training, vocational education program or apprenticeship.

Recipients of this award must have made significant contributions toward innovative programs that are serving to improve and promote vocational technical career education.

**CRITERIA**

- 1) **PROFESSIONAL PRACTICE:** The nominee demonstrates instructional expertise, creativity, and innovation. The nominee is an instructional leader at the local, state, and/or national level.
- 2) **COMMUNITY ENGAGEMENT:** The nominee frequently interacts with community members on substantive education issues. The nominee identifies and helps to bring community resources to students in both formal and informal settings.
- 3) **LEADERSHIP IN PROFESSIONAL DEVELOPMENT:** The nominee continually engages in experience to improve his or her practice and to gain new skills and knowledge. The nominee shares this new learning with colleagues in a variety of venues. The nominee's participation in and commitment to professional development has a visible impact on his or her institution, student, and community.
- 4) **ATTENTION TO DIVERSITY:** The nominee works to provide a learning environment that meets the needs of all students, regardless of differences. The nominee uses a variety of techniques to effectively address students' different learning styles and needs. The nominee recognizes and explicitly addresses the full array of values, cultures, and experiences represented in our diverse modern society, through curriculum, instruction and/or administration and in other interactions with students.

**NOMINEE ELIGIBILITY**

Individuals employed as full-time classroom/laboratory instructors or administrators in a post secondary vocational technical career education program (other than at the baccalaureate level) are eligible recipients for this award. Nominee's programs must be directly related to business/industry training and or employment.