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Office of Compliance Issuance

04-2026

Release Number-Program Year

Active Date: 02/09/2026
Effective Date: 02/09/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Eligible Training Provider Policy

ATTACHMENTS (if any):

(A) – ETPL Application

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

- 1. OWD Issuance – Eligible Training Provider Policy
2. MoJobs https://app-jobs.mo.gov
3. https://jobs.mo.gov/community/missouri-eligible-training-provider-system
4. WIOA Section 122 [29 U.S.C. 3152]
5. WIOA sec. 107(d)(10) [29 U.S.C. 3122(d)(10)]
6. 20 CFR 680.230
7. 20 CFR 680.430
8. 20 CFR 680.510

SUMMARY

Policy outlines the process of Saint Louis County Workforce Development (STLCOWD) selecting and approving Eligible Training Providers.

BACKGROUND:

Policy is based on OWD Issuance's Eligible Training Provider Policy and STLCOWD's initial approval process.

SUBSTANCE:

A. INITIAL LOCAL APPROVAL PROCESS

When a WIOA training eligible individual selects a training provider from the Missouri's Eligible Training Provider System (ETPS), WIOA staff must ensure the program is approved and in good standing with St. Louis County Workforce Development (STLCOWD). The individual's training program must be approved on the ETPS, not just the provider. This may result in a number of programs per training provider. ETPS must also show that the program is approved by STLCOWD.

The WIOA designated staff will then contact the training provider to provide local requirements outlined in this policy.

STLCOWD will ensure all of the following requirements are met before approving the provider for local funds:

- The program is listed on the Missouri ETPS.
- Training-related performance of past graduates will be evaluated for entered employment, retention and wage performance rates. This requires the training provider to collect and report job placement data on its graduates. After the establishment of data collection and reporting systems, training provider performance will impact WIOA financial support.
- WIOA Designated Staff will be required to keep data of the number of individuals starting each program versus the number of individuals completing the program. Completion rates below STLCOWD's current Program Year performance rate, the program will not be approved at the local level.

WIOA staff will keep an updated list of approved Training Providers to be shared with customers. During a transition period or other emergency events, the previously approved list of training providers will carry over.

B. DOCUMENTATION

WIOA Requirements of Providers:

Training providers must agree to follow all requirements of the Workforce Innovation and Opportunity Act (WIOA), including:

- The organization should have an EO Officer or a staff person that deals with nondiscrimination and equal opportunity policies and regulations
- The Missouri Office of Workforce Development's "Equal Opportunity is the Law" poster should be posted in the facility
- Contract agreements should contain nondiscrimination and equal opportunity provisions
- The organization should be compliant with the Americans with Disabilities Act (ADA)
- The training provider should have a confidentiality policy including a process for collecting confidential information
- The training provider should have a written complaint policy
- The training provider should be able to modify training curriculum to meet the needs of customers
- Applications are submitted to ita-etp@fwca-stl.com.

Additionally, the training provider must allow monitoring visits for EO compliance and/or FWCA designated staff regarding the individuals' progress or fidelity of training program(s).

C. TERMS & EXPECTATIONS OF ELIGIBLE TRAINING PROVIDERS

- The training program is listed on the Missouri ETPS.
- Training provider submits request for application to the Director of Compliance for approval.
- Training-related job placements of past graduates equal the entered employment, retention and wage performance rate required of STLCOWD for the current Program Year. This requires the training provider to collect job placement data on its graduates.
- WIOA designated staff providing services of STLCOWD will keep data of the number of individuals starting each program versus the number of individuals completing the program. Completion and placement rates below STLCOWD's current Program Year performance rate, the program will not be approved at the local level.
- Training providers will collect the required data for EO requirements.

- Training providers will submit verification of student progress toward the training goal, (attendance, Measurable Skills Gains, grades, attained Credentials and/or licenses.) Students will sign a release of information form with WIOA staff for this information to be shared. Any absence of the individual from training over three (3) days must be reported to the WIOA staff.
- Training providers will allow WIOA staff to monitor program compliance and to ensure compliance with EO requirements.
- STLCOWD will rescind unused WIOA funds per training provider's Refund Policy for non-completers.

D. RENEWAL OF ELIGIBILITY & TERMINATION PROCEDURES

- Programs will retain their STLCOWD approval status per program year from the initial approval.
- At the end of the program year, the school will complete the process of the original approval for subsequent approval.
- If at any time the WIOA Designated Staff (ITA-ETP Committee Members, FWCA Executive Leadership, Executive Director) determines the training provider is no longer adhering to the terms and expectations listed in this document, the approval will be disqualified and the training provider notified. STLCOWD may grant a probationary period for corrective action before disqualifying the program for STLCOWD approval.
- Applications are submitted to ita-etp@fwca-stl.com.

TIMELINE

Immediate and continuous

INQUIRIES

Please direct all questions or comments regarding this Issuance document to ita-etp@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.

ATTACHMENT A: ETPL APPLICATION (PAGE 1)



ETPL APPLICATION

**SUBMIT COMPLETED APPLICATION TO ITA-ETP@FWCA-STL.COM
 QUESTIONS - 314-377-0445**

DATE:

| | |
|--|--|
| TRAINING INSTITUTION | |
| TRAINING INSTITUTION ADDRESS | |
| TRAINING SITE ADDRESS (if different than above) | |
| EIN | |
| TRAINING CONTACT PERSON AND PHONE NUMBER | |
| PROGRAM TITLE | |
| PROGRAM SUMMARY (PHYSICAL SITE, ONLINE, HYBRID LEARNING, SKILLS GAINED) | |

| | |
|--|--|
| TUITION COST | |
| LIST FINANCIAL ASSISTANCE AVAILABLE (SCHOLARSHIP, FEDERAL GRANTS/LOANS) | |
| AVERAGE ASSISTANCE PROVIDED | |
| GRADUATION PERCENTAGE | |
| PERCENTAGE EMPLOYED AFTER GRADUATION | |
| AVERAGE WAGE OF GRADUATE | |
| AVERAGE EMPLOYER RETENTION RATE OF GRADUATES | |

STLCOWD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services 711. **ETP FORM 01/26**

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ATTACHMENT A: ETPL APPLICATION (PAGE 2)



ETPL APPLICATION

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|---|--|
| DO YOU REQUIRE AN ENTRANCE EXAM, IF SO, NAME AND SCORE(S) NEEDED | <input type="radio"/> YES <input type="radio"/> NO NAME: REQUIRED SCORE: NAME: REQUIRED SCORE: |
| DURATION OF TRAINING PROGRAM | |
| DOES YOUR ORGANIZATION HAVE AN EO OFFICER OR STAFF PERSON THAT DEALS WITH NONDISCRIMINATION, EO POLICIES AND REGULATIONS? IF YES, NAME AND CONTACT INFO | <input type="radio"/> YES <input type="radio"/> NO CONTACT INFO: |
| DO YOU HAVE "EQUAL OPPORTUNITY IS LAW" POSTER AT YOUR TRAINING SITE? | <input type="radio"/> YES <input type="radio"/> NO |
| ARE YOU COMPLIANT WITH THE AMERICANS WITH DISABILITIES (ADA)? | <input type="radio"/> YES <input type="radio"/> NO |
| DO YOU HAVE A CONFIDENTIALITY POLICY? | <input type="radio"/> YES <input type="radio"/> NO |
| DO YOU HAVE A WRITTEN COMPLAINT POLICY? | <input type="radio"/> YES <input type="radio"/> NO |
| DOES YOUR TRAINING COURSE PROVIDE FLEXIBILITY FOR CUSTOMER NEEDS? | <input type="radio"/> YES <input type="radio"/> NO |
| ARE YOU APPROVED BY THE STATE OF MISSOURI AS AN EDUCATION AND TRAINING PROVIDER (ETP)? | <input type="radio"/> YES <input type="radio"/> NO |
| ARE YOU APPROVED TO TRAIN IN THE STL FUNDING REGION BY THE STATE OF MISSOURI | <input type="radio"/> YES <input type="radio"/> NO |
| SIGNATURE TRAINING PROVIDER | DATE: |
| APPROVAL SIGNATURE WIOA DESIGNATED STAFF | DATE: |

NO ADDITIONAL CHANGES OR MODIFICATIONS TO THIS DOCUMENT ARE TO BE ACCEPTED. ANY CHANGES AND/OR MODIFICATION (BY ANYONE OTHER THAN FWCA) RENDER THIS DOCUMENT VOID. REVISED 01/26

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