



## **Region 2 Eligible Training Provider List: *Applying for Inclusion***

A Reference Sheet for Training Providers

Thank you for your interest in adding your training program to our regional Eligible Training Provider List. This document describes the steps to apply for inclusion on both the Oregon ETPL and the Region 2 ETPL (Washington and Multnomah Counties).

WorkSource Portland Metro (WSPM) customers benefit greatly from having access to diverse, quality educational experiences that lead to living-wage employment. The processes described in this document and the linked documents embedded below provide structure to ensure that our WorkSource Portland Metro customers can access such quality programs.

### **Background:**

- In 2012, WSPM invested funds from the Workforce Investment Act and other competitive grants in the training and credentialing of over 350 WSPM customers. Trainings ranged in focus from healthcare to manufacturing to software.
- In February of 2013, Region 2 redesigned its Eligible Training Provider List (ETPL) to better target our regional investment in credentials that will help make our customers more competitive in today's employment marketplace. The Region 2 ETPL was constructed to support entry and advancement in the careers on our [Targeted Occupations List](#).
- The redesigned [Region 2 ETPL](#) is a subset of the Oregon ETPL. With narrow exceptions, all trainings on the Region 2 ETPL must first be approved and included on the Oregon ETPL.
- In acknowledgement of the fact that there are quality, effective training programs that do not map directly to our Targeted Occupations List, we developed a process whereby a training institution can submit an application to have their program included on the Region 2 ETPL. Please see below for details.

### **Applying for Inclusion on the Region 2 ETPL:**

Please follow the appropriate prompt(s) below to find out your next steps.

❖ ***I don't know if my organization has any training programs currently represented on Oregon's State ETPL (or, I know that it does not).***

- ⇒ Visit the [Oregon ETPL page](#) and review the documents to search for your organization. Be sure to check the list of recently approved programs as well as the original list sorted by organization to look for your training institution.
- ⇒ If your organization already has training programs included on the ETPL, move on to the next prompt.
- ⇒ If your organization does not yet have any training programs on the State ETPL, you will need to fill out [Part 1](#) of the State Application, and submit that to [r2etpl@worksystems.org](mailto:r2etpl@worksystems.org).



- ❖ ***My organization is already an approved provider on the State ETPL, but I want to add one or more trainings to the State ETPL.***
  - ⇒ Fill out the [Region 2 Training Provider Survey](#) for each training program you wish to add. Follow these [instructions](#) to fill it out. *Our region has permission to use this survey in lieu of Part II of the state application.* Submit this file (following the process outlined in the instructions) to [r2etpl@worksystems.org](mailto:r2etpl@worksystems.org). We will forward your request on to the State.
  
- ❖ ***I want to revise how information about my training institution or training program appears on the State and/or Region 2 ETPL.***
  - ⇒ Email [r2etpl@worksystems.org](mailto:r2etpl@worksystems.org) for guidance.