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EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
MASSHIRE DEPARTMENT OF CAREER SERVICES

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Important Information for Training Providers

May 2024

This notice informs training providers of procedures related to the review and approval of applications to provide training services to workforce program participants. These procedures are consistent with regulations under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and with requirements of the Trade Adjustment Assistance Program (TAA) and the Massachusetts Training Opportunities Program (TOP/Section 30) as described below.

Training providers will use the MassHire TrainingPro application to apply to be on the Massachusetts Eligible Training Provider List (MA ETPL). Training providers and their courses/programs will be approved in a two-phase process comprising evaluation of the provider's programmatic and financial capacity and evaluation of the provider's courses/programs of study. The MassHire Departments of Career Services (MDCS) and Unemployment Assistance (DUA), and the local Workforce Development Boards are involved in the initial eligibility review/approval process and the subsequent eligibility process.

The MassHire Department of Career Services (MDCS) maintains the Statewide List of Eligible Training Service Providers/Courses and is responsible for evaluating and approving training providers based on their programmatic, financial capacity and debarment status as outlined below.

Programmatic Capacity is satisfied with licensure and oversight/accreditation as indicated below:

- a. Massachusetts public colleges or universities accredited by the Massachusetts Department of Higher Education that offer training programs leading to a recognized post-secondary credential.
- b. Institutions of higher education that offer training programs leading to a recognized post-secondary credential that are accredited by the New England Commission of Higher Education, Inc. (NECHE) or the Higher Learning Commission (HLC) that accredits degree-granting colleges and universities in the North Central region of the United States.

- c. Vocational or public schools accredited by the Massachusetts Department of Elementary and Secondary Education offering training programs leading to a recognized post-secondary credential.
- d. Private providers of training services licensed or exempted from licensure by the MA Division of Professional Licensure's Office of Private Occupational School Education (DPL) or other authorizing or accrediting board or agency.
- e. Private providers of training services that have documented exemption from licensure.
- f. Adult Basic Education (ABE) /English for Speakers of Other Languages (ESOL) providers approved by the Massachusetts Department of Elementary and Secondary Education.
- g. Non-Massachusetts based providers licensed and/or accredited in the state of business registration (home state) or appearing on the home state's Eligible Training Provider List.
- h. Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 at seq.).

Financial Stability and Capacity to administer funding following accepted accounting practices is demonstrated by the following:

- a. Registered and in good standing with the Massachusetts Department of Unemployment Assistance (DUA).
- b. No outstanding citations from the Office of the Attorney General, Fair Labor Practice or Consumer Protection Division within the prior 5 years.
- c. No willful or repeat violations issued by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA).
- d. An active workers' compensation insurance policy.
- e. A Certificate of Good Standing from the Massachusetts Department of Revenue.
- f. Non-Massachusetts based providers not on their home state ETPL must demonstrate or provide their home state equivalent of a-e above.

Debarment status is clear on the following lists:

- a. Federal Government's Excluded Parties List System
- b. Division of Capital Asset Management and Maintenance Debarred Contractor's List
- c. Businesses Issued Stop Work Orders by the Department of Industrial Accidents
- d. Office of the Attorney General Vendor Debarment List
- e. Contractors Suspended or Debarred by MassDOT
- f. Non-Massachusetts based providers not on their home state ETPL must demonstrate clear status with respect to debarments in a-e above.

Local Workforce Development Boards are responsible for verifying and approving course information and performance.

Training providers must provide the most recent available and verifiable performance data on course participants. At a minimum, outcome data must be from performance within the previous

two (2) years. Training providers must give sufficient explanation if performance data is not available (for example, a course was not offered previously).

Note: Registered Apprenticeship programs are not subject to the same application and performance requirements or to a period of initial eligibility or initial eligibility procedures as other providers because they go through a detailed application and vetting procedure to become a Registered Apprenticeship program sponsor with the United States Department of Labor or the State Apprenticeship Agency (SAA).

The minimum criteria for performance are given below:

1. Completion Rate: 70%
  2. Placement Wage: State Minimum Wage
  3. Entered Employment/Placement Rate: placement rate is as follows depending upon the state's Unemployment Rate (UR):
    - UR at or below 7.0%, then placement rate must be at least 70%
    - UR at or below 8.0%, then placement rate must be at least 60%
    - UR above 8.0%, then placement rate must be at least 50%
- ABE, ESOL and HISET (high school equivalency) courses must meet a minimum Completion Rate of 70%. These courses are considered remedial and do not provide credentials leading to employment.

Approval of courses for TOP/Section 30 (DUA) and Trade (MDCS) program participants may be handled on an individual basis due to particular circumstances.

Updating Information in MassHire Training Pro  
(<https://trainingpro.dcs.eol.mass.gov/Training.Pro>)

Training providers are requested to update their information in MassHire TrainingPro as needed to be current and accurate or as required for the annual approval renewal. Please review and update your contact information including mailing and email addresses. Also, make sure accredited/licensing agency and license information is current.

We strongly recommend that training providers visit the web site of the Division for Professional Licensure (DPL) to determine if they are required to be licensed by DPL (<https://www.mass.gov/orgs/division-of-occupational-licensure>) or if they are exempted. The licensing process can be lengthy.

Questions

Please email questions or comments concerning this information to  
[ETPL@MassMail.State.MA.US](mailto:ETPL@MassMail.State.MA.US).