

I. Pre-Vocational Services

These services are intended for individuals who lack occupational credentials/certifications and require short-term services to enhance and upgrade skills for employment. Pre-vocational services may include services that:

- Prepare individuals for licensing or certification exams
- Enhance the employability of individuals who already possess occupational skills in demand but lack up-to-date skills required in most workplaces hiring for the occupation

Examples of pre-vocational services include, but are not limited to, nursing license exam courses and computer skills training to enhance employability when individuals already possess a set of core occupational skills but do not have the technology skills required. Short-term is defined as less than 120 clock hours.

Additionally, documentation procedures are outlined below:

- a. A review of assessment results, customer interests and work experience should support the need for the services and should be documented in the individual employment plan.
- b. If the service/training is not available in an approved course on the ETPL, small purchase competitive procurement should be used to purchase the services. Three price quotes or bids showing name of course, number of instruction hours, instructional fee, cost of curriculum materials, credential information, exam fee and school withdrawal/refund policy must be obtained. A printout of a web page will suffice. The provider with the lowest price quote or bid will be selected to provide the prevocational activity. If the vendor who submitted the lowest bid is not selected, justification for choosing a higher bid must be documented for reasons such as: distance, start date too late, schedule prohibits attendance at instructional hours, etc.

Customers in short-term pre-vocational services will be enrolled in GWROPP as 215 "Short Term Pre-Vocational Training".

II. Training Services Provided in Lieu of an ITA

Per WIOA Section 134 and NPRM 680.320, training services may be provided in lieu of an ITA when one or more of the five following requirements are met:

- a. Services are On-the-Job Training (OJT), customized training, incumbent worker training or transitional employment;
- b. The local board determines that there are an insufficient number of eligible providers of training services in the local area to accomplish the purposes of a system of individual training accounts. The Local Plan must describe the process to be used in selecting the providers under a contract or services. This process must include a public comment period for interested providers of at least 30 days;

- c. The local board determines there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment. The local board must develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to serving individuals with barriers to employment;
- d. The local board determines that it would be most appropriate to contract with an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals for in-demand industry sectors or occupations and such contract does not limit customer choice;
- e. The training contract is a pay-for-performance contract.

Customers to be enrolled in GWROPP occupational skills not listed on the ETPL will be coded as 328, "Occupational Skills Training Non App Provider (No ITA)".

The process to be used locally is as follows:

- a. ITAs are prioritized in programs leading to a recognized post-secondary credential that are aligned with in-demand industry sectors or occupations in the local area.
- b. Career Advisers/Career Planners will be contracted to provide eligibility, exploration of eligible provider approved programs, case management and assistance to customers and follow-up throughout their training. Informed customer choice will be ensured as the Career Adviser inform potential customers of what training is available and work with them to assure that they are referred to appropriate training through the use of ITAs or other services.
- c. The Workforce Development Board (WDB)/NWGRC will maintain information on the EPL regarding all training offered (OJT and customized) with the performance and cost information if appropriate and make referrals based on customer choice.
- d. Should the WDB/NWGRC determine that there are insufficient eligible training providers and there are identified programs of demonstrated effectiveness offered by a community-based organization or other private organizations serving individuals with barriers to employment or that it would be appropriate to serve multiple individuals in a contract with an institution of higher education (or other eligible training provider; and the contracts do not limit customer choice) other training options may be used.
- e. If the contract is a pay-for-performance contract, it may be used instead of an ITA to provide an alternative training service.

To be considered for approval by Workforce Development Board, September, 2016