



# Training Provider Application

This application is for institutions that would like to establish eligibility and provide occupational skills training services. A separate Training Program Application must be submitted for each program the institution wishes to add to the Eligible Training Provider List (ETPL).

## Part 1: School/Institution Information

Institution Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Date Established: \_\_\_\_\_

Institution is:   Public                                   Private For-Profit                                   Private Not-for-Profit

## Contact Person (Individual Completing Application)

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## Part 2: School/Institution Qualifying Criteria

Institution is eligible to receive funds under Title IV of the Higher Education Act:   Yes                                   No

Institution is licensed, certified or otherwise authorized under Florida Law to provide training programs:   Yes                                   No

Institution is licensed by the Commission for Independent Education (CIE):   Yes                                   No

If yes, License #: \_\_\_\_\_

Institution is accredited by:   COE                                   SACS                                   Other: \_\_\_\_\_

Institution has a registered apprenticeship program under the National Apprenticeship Act:   Yes                                   No

Institution participates in the Florida Education and Training Placement Information Program (FETPIP):   Yes                                   No



Institution does not currently participate in FETPIP, but agrees to participate for the proposed training programs:            Yes            No

Information for non-public institutions is reported through the CIE.

Institution is compliant with the Americans with Disabilities Act (ADA):            Yes            No

The training facility must provide a self-attestation or documentation approved by the Department of Education/Americans with Disabilities Act indicating that accommodations will be made for individuals with disabilities. If the training provider has a copy of the Building/Facility Accessibility Checklist or Guide, the document must be forwarded to CareerSource Capital Region with this application.

How will your institution ensure access to training programs throughout the state, including in rural areas, and through the use of technology (if applicable)?

How do your institution’s training programs serve individuals who are employed and individuals with barriers to employment?

**Part 3: School/Institution Policies**

Attach a copy of each of the following policies or provide a catalogue and indicate below the page number on which the policies may be found:

- \_\_\_\_\_ School Catalogue
- \_\_\_\_\_ Counseling Policy
- \_\_\_\_\_ Attendance Policy
- \_\_\_\_\_ Book Policy

- \_\_\_\_\_ Grade Reporting Policy
- \_\_\_\_\_ Withdrawal/Dropout Policy
- \_\_\_\_\_ Tuition Payment Policy



**Part 4: School/Institution Distance Learning Program Information**  
**(Section ONLY applicable to Institutions that provide on-line courses/programs)**

How will students receive guidance and support for their coursework?

Is there support staff assigned specifically to online programs?    Yes                      No

How will students online course materials, such as books and handouts?

Do online students have access to campus resources such as libraries and learning centers?    Yes                      No

Are students required to visit campus for registrations, testing, etc.?    Yes                      No

Describe any security measures you have in place that would assure you that the student taking the test or assignment is the registered student and not another individual?

Is there a specific type of internet connection needed for online courses?    Yes                      No

If yes, please describe: \_\_\_\_\_

What connection speed is required to participate in online courses? \_\_\_\_\_

Does the institution have a dedicated helpdesk for online coursework?    Yes                      No

What are the helpdesk hours? \_\_\_\_\_

What are the minimum and recommended computer requirements to take online courses?  
(Operating System, PC/Mac/Linux, Web Browser, Office Suite, Anti-Virus Software, Video/Audio Player, HDD Space, Memory, CD Rom/DVD player, etc.)

Is the student required to purchase additional software in order to take online courses?    Yes                      No



### Part 5: Insurance Information

Liability Insurance Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

### Part 6: Training Program Applications

A total of \_\_\_\_\_ separate Training Program Applications are attached for review and addition to the ETPL.

### Part 7: Required Attachments

- \_\_\_\_\_ Proof of license(s)/accreditation(s)
- \_\_\_\_\_ Proof of ADA Compliance
- \_\_\_\_\_ Institution Policies
- \_\_\_\_\_ Proof of Insurance
- \_\_\_\_\_ Training Program Application(s)

### Out-of-State Training Institutions

Out-of-State postsecondary training institutions that are not operating within the State of Florida and are not required to be licensed by the Florida Commission for Independent Education (CIE) must furnish the following, in addition to this completed application:

- Proof that the institution (and applicable programs) is accredited by an accreditation agency approved by the U.S. Department of Education.
- Proof that the institution meets the licensing requirements of its home state.
- Proof that the institution is on its home state's Eligible Training Provider List.

NOTE: Out-of-State providers are required to report student completer data to FETPIP.