

TO: Program Planning & Development

DATE: 7/28/05

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Eligible Training Provider List (ETPL) Addition

PROPOSED MOTION(S): Approve Goodwill Industries of San Joaquin Valley, Inc. course for Office Technology Training for addition to the State ETPL.

DISCUSSION: The Workforce Investment Board approved an ETPL policy on June 20, 2000. The Workforce Investment Act requires that training providers who wish to access WIA funds must submit applications to be placed on the state training list. Providers must meet all local and state criteria; agree to provide approved training to WIA-enrolled participants; supply required client data for long-term follow-up and they must agree to abide by all WIA-required regulations and/or laws.

The application from Goodwill Industries of San Joaquin Valley, Inc. for its Office Technology Training is complete and meets the requirements for inclusion in the ETPL. The program is registered by the Bureau for Private Post-Secondary and Vocational Educational (BPPVE). Length of the program is 16 weeks. Cost of the program is \$4,800.

**ATTACHMENT(S):
Application**

01. Provider Code (FEIN)

94-1366601

02. CIP Code

52.0408

For Internal Office Use Only

Program Code

03. Subgrant Code

04. Agency Code

05. Date Received By LWIB

06. Local Program Code

WORKFORCE INVESTMENT ACT TRAINING PROGRAM APPLICATION

Provider Name

Goodwill Industries of San Joaquin Valley, Inc.

07. Program Name

Office Technology Training

08. Program Description

Sixteen (16) week classroom program. Instruction includes Microsoft Office Suite, Windows 98 and 2000, keyboarding, filing, customer service (telephone) math skills and office machines.

09. Training Site Address

32 W. Olive

City, State

Merced, CA

10. ZIP

95348

11. County

San Joaquin

12. Listed On Other State's ETPL

- 1-Yes
 2-No

13. ADA Compliant

- 1-Yes
 2-No

14. Total Hours Of Instruction

320

15. Credits

0

16. Non-Credit

- 1-Yes
 2-No

17. Credit Time

- 1-Semester
 2-Quarter

Total Program Cost

18. Tuition \$ 4,800

19. Fees \$ _____

20. Expenses \$ _____

Total \$ 4,800

21. Mode Of Delivery

- 1-Classroom
 2-Internet
 3-Correspondence
 4-Broadcast
 5-Computer Based Instruction

When Program Is Offered

22. Days 1-Yes 2-No
23. Evenings 1-Yes 2-No
24. Weekends 1-Yes 2-No

25. Frequency of Offering

- 1-Weekly
 2-Monthly
 3-Quarter
 4-Semester
 5-Other

26. BPPVE Approval Status

- 1-Approved
 2-Temporary Approval
 3-Registered
 4-Exempt
 9-Not Applicable

27. BPPVE Approval Expiration Date

11/09/06

28. Other BPPVE Approved Programs

- 1-Yes
 2-No

29. Registered Apprenticeship

- 1-Yes
 2-No

30. Registered Date

N/A

Other List Criteria:

31. CDE Approved 1-Yes 2-No
32. COCCC Approved 1-Yes 2-No
33. Proven Effectiveness *No longer used*
34. Employer Support *No longer used*
35. Industry Authorized *No longer used*

36. Continuing Education Units (CEU)

0

37. CEU Granting Institution

0

38. Resources Required

- 1-Yes
 2-No

39. Program Goal

- 1-Skill Attainment
 2-Certificate
 3-Registration
 4-License
 5-Associate Degree
 6-Baccalaureate Degree
 7-Other

40. Credentialing Body

Goodwill Industries of San Joaquin Valley, Inc.

41. Projected Hourly Wage After Program Completion

9.18


42. Prerequisites

None

43. Skills Sets

Word Processing, Spreadsheets, office machines, customer service, filing, data entry, general office practices and procedures.

WIA Training Program Application (continued)

44. Curriculum		45. Relevant Occupations (Soc/O*Net Code)	
Course Code	Course Title	Code	Title
OT01	Windows Operating System	43-9061.00	Office Clerks, General
OT02	Word Processing Skills	43-4171.00	Receptionists and Information Clerks
OT03	Spreadsheet Skills	43-4151.00	Order Clerks
OT04	Alpha/numeric Filing Skills	43-4199.99	Information and Record Clerks, All Other
OT05	Telephone Etiquette	43-9021.00	Data Entry Keyers
OT06	Keyboarding Skills	43-4071.00	File Clerks
OT07	Ten-key Skills	46. Relevant Occupation Recommendation	
		Soc/O*Net Category	Description
OT08	Business English	43-9061.00	Office Clerks, General
OT09	Business Math	43-4171.00	Receptionists and Information Clerks
Accessibility 47. On-Site Parking <input checked="" type="checkbox"/> 1-Yes <input type="checkbox"/> 2-No 48. Public Transportation <input checked="" type="checkbox"/> 1-Yes <input type="checkbox"/> 2-No 49. Disabled Student Access <input checked="" type="checkbox"/> 1-Yes <input type="checkbox"/> 2-No 50. Sign Language <input type="checkbox"/> 1-Yes <input checked="" type="checkbox"/> 2-No 51. Other Languages <input checked="" type="checkbox"/> 1-Yes <input type="checkbox"/> 2-No 52. Other <input type="checkbox"/> 1-Yes <input checked="" type="checkbox"/> 2-No		53. Target Audience Individuals with barriers to employment including disabilities.	
		54. Average Class Size 15	
		55. Equipment to be Used copier, fax, computer, telephone	
INITIAL PERFORMANCE INFORMATION			
56. Period Begin Date 01/01/05	57. Period End Date 12/31/05	58. Participant Universe 15	59. Average Hourly Wage at Placement 9.46
60. Program Completion Rate 83%	61. Entered Employment Rate 67%	62. Skill/Credential Attainment Rate 67%	63. Retention Rate 65%
I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.			
64. Printed Name of Provider Representative William D. Carmichael		65. Title Director - Workforce Development	66. Date 5/17/05
Signature 			

ETPL EPGA