

**TO: Workforce Investment Board**

**DATE: 07/14/11**

**FROM: Executive Committee**

**For Discussion**

**For Action**

**For Information**

**SUBJECT: Eligible Training Provider List (ETPL) Program Addition –  
Performance Training Institute Online Learning**

**PROPOSED MOTION(S): Ratify the Executive Committee’s decision to approve Performance Training Institute’s Online Training Program for inclusion to the State of California’s ETPL.**

**DISCUSSION:** The Workforce Investment Board approved an updated ETPL policy on January 12, 2006. The Workforce Investment Act (WIA) requires that training providers who wish to access WIA funds must submit applications to be placed on the State of California’s Eligible Training Provider 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 agree to abide by all WIA-required regulations and/or laws.

The application from Performance Training Institute is complete and meets the requirements for inclusion on the ETPL. The school has applied for approval to the Bureau for Private Postsecondary Education. The following table shows the online program available through Performance Training Institute Unlimited:

<b>Course Name</b>	<b>Cost</b>	<b>Hours of Instruction</b>	<b>Industry Recognized Certificate</b>	<b>Projected Hourly Wage</b>
<b>Medical Office Administrative Assistant with Billing and Coding</b>	<b>\$10,715</b>	<b>920</b>	<b>Yes</b>	<b>\$12.40</b>

**ATTACHMENT(S): Application available at the meeting.**