

## What is the Individual Training Accounts (ITAs) Tuition Assistance Program?

The Individual Training Accounts (ITAs) Tuition Assistance Program offers workforce counseling paired with tuition assistance for vocational training (up to \$6,000) to eligible participants registered through the PA CareerLink® System. ITA recipients can only direct their tuition assistance toward designated programs that are evaluated for quality and approved through Pennsylvania's Eligible Training Provider List (ETPL).

## Who is eligible to apply for the Eligible Training Provider List (ETPL)?

The statewide ETPL is a repository for workforce training courses that are approved to accept ITA referrals because they align to high-priority occupations and meet local and State performance standards.

Training provider courses/programs must meet the following criteria for approval on the list:

- a) Training provider organization must meet one of fourteen (14) certification categories including privately licensed schools, colleges and universities, and community-based organizations
- b) Facility must comply with the Americans with Disabilities Act of 1990;
- c) Facility must abide by WIOA nondiscrimination and equal opportunity provisions;
- d) Courses/programs must be available to the general public;
- e) Courses/programs must train for High Priority Occupations. A list of Philadelphia's HPOs can [be found here](#); and
- f) Courses/programs must meet state-established performance measures.

## How do I apply?

Training providers can submit an application for course approval through the PA Department of Labor and Industry's online CWDS system. Through the application, providers will be asked to share basic programmatic details and training performance outcomes (i.e., completion rates, post-training employment rates) for each course.

Performance outcomes are evaluated as part of the state's eligibility assessment and if the program is approved, these outcomes are made publicly available to prospective students to inform their decision-making. Training program performance is determined by utilizing student participant data submitted by the training provider and appending to unemployment insurance wage records, as part of the application process.

Applications undergo a two-step review process by both the Local Workforce Development Board and the State. While applications can be submitted year-round, approved courses are only eligible for the remainder of the ETPL year and must reapply for continued eligibility each year. An ETPL year is a 12-month timeframe, which typically begins in August.

Inclusion on to the ETPL means that a course/program is available to eligible ITA participants; however, Philadelphia Works, as the local workforce development board, will ultimately decide whether to invest in specific training programs based on a series of factors including industry demand and strategic priorities.

## Training Provider Partner Fit

The ITA Tuition Assistance program is a funding model best suited for training partners primarily motivated by Philadelphia Works' mission to strengthen the city's workforce. While they may benefit from access to the Philadelphia Works platform and network, training provider partners should have a robust external recruitment strategy that would be supplemented through enrollment from PA CareerLink® customers receiving tuition assistance.

## Next Steps

The Philadelphia Works Training Initiatives team is available to support providers interested in applying for the ETPL through technical guides, webinars, and one-on-one technical assistance. Email the Philadelphia Works Training Initiatives team at [vstraining@philaworks.org](mailto:vstraining@philaworks.org) to schedule a meeting to learn more.