



OFFICE OF THE PRESIDENT

Item 5.2.5

PRESENT TO BOARD: MARCH 11, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CAREER SOURCE HEARTLAND

Approval is requested to renew the training provider agreement between Career Source Heartland and South Florida State College for the purpose of providing services to include training dollars, wage verification, wage tracking, and job placement in DeSoto, Hardee, and Highlands counties. This agreement renews annually.

SUGGESTED MOTION:

Move to approve the renewal agreement between Career Source Heartland and South Florida State College as presented.



Training Provider Agreement

Please see our Quick Reference Guide for determination of "Initial" and "Continued" Training Provider, and check the appropriate box below:

<input type="checkbox"/>	Initial Training Provider Agreement: 2020-2021
<input checked="" type="checkbox"/>	Continued Training Provider Agreement: 2020-2022

THIS AGREEMENT is entered into between CareerSource Heartland, 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870, and South Florida State College hereinafter referred to as "Training Provider"

Whereas, CareerSource Heartland (CSH) has available funding for certain training of eligible individuals under Title I of the Workforce Innovation and Opportunity Act (WIOA), Florida's Welfare Transition (WT) legislation, and the Trade Adjustment Assistance (TAA) Program; and

Whereas, in response to the training needs of unskilled and/or dislocated workers in DeSoto, Hardee, Highlands, and Okeechobee counties, CSH may request from time to time that Training Provider provide certain prescribed training to eligible individuals referred by the staff of CSH, and;

Whereas, Training Provider agrees to provide said training as aforesaid, subject to the terms and conditions set forth hereinafter; and

Whereas, this Agreement summarizes the agreement of CSH and Training Provider as to the training program(s) to be provided to those eligible individuals referred by CSH staff and accepted by Training Provider and the operating procedures governing payment for that training program, and

Whereas, that CSH is the designated referral Provider for WIOA, WT, and/or TAA programs and acts as the referral Provider for WIOA, WT, and/or TAA participants.

NOW, THEREFORE, the following General Provisions are HEREBY AGREED TO BY THE PARTIES:

A. STATEMENT OF WORK

1. Eligible individuals referred by CSH to Training Provider shall be enrolled in the approved training course(s) specified on the CSH Individual Training Account (ITA) Voucher. The tuition charged shall be the published tuition/fee less applicable discounts for these courses. CSH will not pay any other fees that are not specified in this Agreement or on the ITA Voucher.
2. For individuals requiring a renewal of the CSH ITA Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CSH customers' shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.
3. Training Provider shall provide the training program(s) as specified in the Training Application, and as approved by CSH. The Training Provider shall notify CSH of any changes in the approved training programs prior to the enrollment of any individual referred by CSH staff.
4. It is understood and agreed that WIOA, WT, and/or TAA participants will receive a comprehensive objective assessment and Individual Service Strategy (ISS/Career Plan) by CSH staff to determine the most appropriate training for each individual. Only those participants determined to be in need of training through this objective assessment will be referred to the Training Provider by CSH staff. The Training Provider is not authorized to enroll the participants into additional training courses or programs without prior written consent of CSH.
5. Training Provider agrees that each individual referred for training will be evaluated for all financial aid eligibility normally available to Training Provider students. Students eligible for WIOA, WT, and/or TAA assistance shall not be discriminated against in receipt of such financial aid solely on their status as WIOA, WT, and/or TAA participants. WIOA, WT, and/or TAA participants shall be afforded all the rights, privileges,

and benefits available to the general student population of the Training Provider. WIOA, WT, and/or TAA clients will not be charged out-of-state tuition rates.

6. Training Provider agrees to coordinate with CSH staff on matters related to financial assistance programs under Title IV of the Higher Education & Opportunity Act (HEOA). Training Provider agrees that where student financial aid programs for post-secondary education are available, Training Provider shall ensure that the WIOA, WT, and/or TAA funds provided by CSH do not duplicate funds otherwise available in the area. HEOA includes but is not limited to programs such as Pell Grant; Supplemental Education Opportunity Grant; Workstudy; Perkins Loan; Federal Family Education Loan Program – including Stafford, PLUS, Federal Supplemental Loans for Students; and the Direct Loan Program.
7. Training Provider agrees to notify the CSH Chief Programs Officer, in writing, of any financial aid provided to WIOA, WT, and/or TAA students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. CSH has established a policy of requiring the client to utilize HEOA Grants first. However, CSH works with participants to maximize benefits available for the ultimate goal of successful completion of training. This individualized planning process may mean that the first source of funding may vary between Pell Grants or CSH, based on student need. CSH will create an ITA Voucher, which will specify the expenses to be paid by WIOA, WT, and/or TAA funds. The Training Provider shall adhere to the plan of action established as to the disposition of the Pell Grant for individual participants.
8. Training Provider will seek and coordinate other funding sources for the WIOA, WT, and/or TAA student. The types and amounts of these other funding sources will be made available to the student's career manager and CSH through the ITA Voucher billing process.
9. Training Provider acknowledges and understands that remuneration to attract WIOA, WT, and/or TAA students is prohibited.
10. Training Provider agrees to maintain proper institutional accreditation and/or Florida licensure.
11. Training Provider shall provide to CSH, monthly progress reports/data on students enrolled in approved training, as well as final performance reporting (i.e., accreditation received, etc.)

B. FETPIP AND PERFORMANCE REPORTING

Effective July 1, 1999, training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

As a requirement to maintaining subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner (the FETPIP phone number is 850-245-0429).

In addition to FETPIP reporting requirements, the Training Provider may be asked to report additional data and outcomes.

At a minimum, the Training Provider must report the following information for each program:

- Total number of persons enrolled in the program
- Total number of CSH participants enrolled in the program
- Total number of persons completing the program
- Total number of CSH participants completing the program
- Total number of persons awarded a recognized industry or post-secondary credential
- Total number of CSH participants awarded a recognized industry or post-secondary credential
- Total number of persons employed after completing the program
- Total number of CSH participants employed after completing the program
- Average wage rates of persons employed after completing the program

- Average wage rates of CSH participants employed after completing the program
- Information on the program costs of each program for participants completing the program (these costs should include all costs related to the program, including tuition, books, lab fees, supplies, application fees, exam fees, test fees, etc.)
- Information on the industry-recognized credential, including post-secondary credential, received upon completion, and whether or not the credential is stackable with other credentials as a career ladder/pathway sequence.

C. Performance payments to Training Service Providers

Background

Locally developed ITA Agreements between CSH and eligible training service providers will include provisions for a performance based payment in compensation for costs which are over and above those normally covered by tuition. Such costs are those associated with the processing of ITAs, the tracking and reporting of outcomes to FETPIP – for those students being funded by WIOA only. Performance payments will be a fixed amount associated with each individual voucher.

Procedures

CSH agrees to an incentive payment of \$50.00 for six (6) months retention in a training related occupation. In order to be eligible for this incentive payment, the training provider that holds the ITA must:

- At least 30 days prior to graduation and/or completion, refer the participant for registration to the state-approved job match system provided through the WIOA-contracted provider at any CSH center.
- Provide general Labor Market Information to assist the student in finding employment, and enter that service into the job matching system.
- Coordinate with the WIOA-contracted provider and the respective CSH Career Manager at the time of graduation completion, to ensure initial placement.
- Report to the WIOA-contracted provider, through the use of the “monthly attendance progress report”, initial placement information which must include, as a minimum, the following:
 - Employer name, address, phone number
 - Job title
 - CIP code
 - Job start date
 - Hourly wage
- A subsequent report must be submitted to the WIOA-contracted provider verifying six months’ retention, utilizing the “comments” section of the “monthly attendance/progress report” to document this requirement (a copy of the initial placement report is preferred). Minimum information should include the date verified, the name and position of the person providing the verification, and the hourly rate of pay. If the participant has changed employers, a sequence of events must be documented which substantiates six months employment in a training related occupation. This may require the submission of multiple “monthly attendance progress reports” (one for each of the participant’s employers).

Performance payments not earned by the training provider may not be charged back to the WIOA participant and may not create any manner of additional charge or debt to the participant.

D. AGREEMENT PERIOD

1. **For Initial or First-Year Training Providers**, this Agreement will be effective on the latest date of signature and will end on June 30, 2021.

Pursuant to the First-Year Agreement period, providers must re-apply by completing a Continued Eligibility Application which should be prepared and submitted to CSH by March 15, 2021, to ensure continued eligibility. Training Providers must meet minimum levels of performance.

2. **For Continued Training Providers**, this Agreement will be effective on July 1, 2020 and will end on June 30, 2022. Renewal of this agreement will be re-determined on a biennial basis according to updated cost and program information to re-determine eligibility based on performance.

Pursuant to this agreement, providers must re-apply by completing a new Continued Eligibility Application which should be prepared and submitted to CSH by March 15, 2022, to ensure continued eligibility. Training Providers must meet minimum levels of performance.

This agreement may be canceled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for WIOA, WT and/or TAA participants already enrolled in training.

E. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to Training Provider by CSH staff as evidenced by a valid CSH ITA Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.
2. Training Provider shall forward to CareerSource Heartland Administrative Offices, 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870, a completed original ITA Voucher and written invoice for this tuition/fee at the time a student referred begins training and becomes eligible for invoicing. This invoice is payable to Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall, in conformity with the general refund policies of Training Provider, refund CSH such tuition/fees, which are paid for individuals who enroll in and begin training, but drop out of courses.
4. CSH shall make all payments for authorized enrollments prior to the termination of this initial Agreement.
5. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CSH Administrative Office for approval. Changes must be reviewed and accepted by CSH prior to implementation.
6. With the executed copy of this Agreement, the Training Provider will supply CSH with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to all CSH sponsored students the same as they would apply to any student. The Training Provider agrees not to accept a voucher that was transferred to any other student.
7. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

Payment Procedure

- a. Training Provider is providing a standard curriculum for tuition and fees. The catalog rates applicable at the time of enrollment less any applicable discounts will be the basis for reimbursement. The payment for training services under this Agreement shall be based on the Training Provider's response on the Training Provider's Application. The Training Provider will receive funds based on the information contained on the ITA Voucher and from the coordination of other funding sources available to the student. The Training Provider will not charge additional fees, i.e., out-of-state tuition rates, in addition to standard curriculum for tuition and fees.
- b. **To receive reimbursement**, the Training Provider must submit to the CSH Administrative Office, a completed original CSH ITA Voucher and invoice, supported by backup documentation for the costs billed and a cumulative summary of HEOA grants awarded for each customer. The payment request should be addressed to: CareerSource Heartland, ATTN: Accounts Payable, 5901 US Hwy 27 S, Suite 1, Sebring, Florida 33870.
- c. ITA Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.
- d. ITA Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

F. RECORDS

Upon request, Training Provider shall provide to CSH*, progress reports indicating both the progress and attendance of the participant, signed by both the student and the instructor or qualified school representative. (*see document titled "Contact Information")

Training Provider shall notify the appropriate CSH representative* within 5-10 days of participant's completion or termination/drop from training program. In such an instance, information concerning participant's employment, if known, must also be indicated on the progress report. (*see document titled "Contact Information")

G. ACCESS TO RECORD & MONITORING

Training Provider shall make available to CSH, the State of Florida, United States Department of Labor, Comptroller General of the United States, and CareerSource Florida or their designated representatives, any books, documents, papers, letters, records (including computer records) of Training Provider as they may deem necessary which are directly pertinent to charges to the program in order to conduct audits and examinations and make excerpts, transcripts and photocopies. This right includes timely and reasonable access to Training Provider personnel for the purpose of interviews and discussions related to such documents.

H. AUDITS

If applicable, Training Provider shall provide for an independent certified audit conducted with generally accepted auditing standards as mandated by the provisions of the Office of Management and Budget (OMB), Uniform Guidance, Audits of Institutions of Higher Education and other Non-Profit Institutions, Audits of State and Local Governments, and any other specific requirements imposed by CSH.

I. ASSIGNMENTS AND SUBCONTRACTS

Training Provider shall not sub-contract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CSH, unless otherwise authorized by this Agreement. A written subcontract must be presented to CSH for consideration. In no case shall such consent relieve Training Provider from the obligation under, or change the terms of, this Agreement unless otherwise provided for.

J. TERMINATION FOR CONVENIENCE/DEFAULT

1. CSH or Training Provider may terminate this Agreement for convenience when it is in the best interest of CSH or the Training Provider. CSH may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective thirty (30) days after the notice is issued, and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension. In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training.
2. CSH or Training Provider may terminate this contract when it has determined that either party has failed to provide any of the services specified herein or has violated any stipulations of this Agreement. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CSH will notify the Training Provider of such unsatisfactory performance in writing. The Training Provider has ten (10) working days from receipt of notice in which to respond with a plan agreeable to CSH to correct said deficiencies. Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CSH will serve a termination notice, which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CSH shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CSH within thirty (30) days of termination date.

The Training Provider shall give CSH written notice of any perceived breach, and it shall give CSH ten (10) working days to cure any perceived breach under this Agreement.

K. AMENDMENTS/NOTIFICATIONS

1. CSH reserves the right to amend, modify or extend this Agreement, with written acknowledgement of Training Provider. Mandatory changes in regulations, policies or law will be unilaterally amended by CSH and will be effective upon the receipt by the Training Provider of a written notice of change signed by the CSH President/CEO.
2. This Agreement constitutes the entire agreement between the parties hereto and cannot be changed except in writing signed by each of the parties to this Agreement.
3. All notices under this Agreement shall be given in writing to the parties at the following address:

Thomas C. Leitzel, Ph D.
President
South Florida State College
600 West College Drive
Avon Park, FL 33825

Donna Doubleday, President/CEO
CareerSource Heartland
5901 US Hwy 27 S, Suite 1
Sebring, Florida 33870

If given by mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the name of the person or address to which future notices are sent as provided by this paragraph.

L. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below.

SOUTH FLORIDA STATE COLLEGE

CAREER SOURCE HEARTLAND

561
Thomas C. Leitzel, Ph.D., President

Donna Doubleday, President/CEO

3-12-20

Date

4-15-20

Date

NOTE: Outcomes/guidelines subject to change pending State of Florida guidelines regarding training providers as identified in the Workforce Innovation and Opportunity Act (WIOA)



TRAINING PROVIDER APPLICATION – CONTINUED ELIGIBILITY

Complete and submit to: **CareerSource Heartland**
5901 US Hwy 27 S, Suite 1, Sebring, FL 33870

Applicant Institution:	South Florida State College	Date	February 5, 2020
Address:	600 W. College Dr. Avon Park FL 33825		
Telephone:	863-453-6661	Federal Employer's I.D. Number:	591218159
Submitted by:			
Name*:	Erik Christensen	Title:	Dean, Applied Sciences & Technologies
Email:	erik.christensen@southflorida.edu		

*Submitter affirms that the information provided on this application is true and correct, and agrees that falsified information or significant omissions may be justification for termination, and/or may disqualify institution from future consideration as an ITA Training Provider.

Eligible Training Providers (ETP) Requirements: (Select the one that applies from 1-4, and respond to 5-7)	Yes	No
1. An institution of higher education providing programs leading to a recognized postsecondary credential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. An entity that carries out programs under the National Apprenticeship Act, 50 Stat. 664, Chapter 663, 29 U.S.C. 50 et seq.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. A public or private provider of training services programs which may include joint labor-management organizations, pre-apprenticeship programs and occupational/technical trainings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Provider of adult education and literacy activities under Title II if such activities are provided in combination with occupational skills training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Training programs are in compliance with occupations in demand as listed on the Board's current TOL (with the exception of apprenticeship programs).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Institution reports performance information to FETPIP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Institution certifies that all facilities where training is provided are ADA compliant, as identified on page 4 of this application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Continued Eligibility		
	Yes	No
1. Have there been any changes to the institution's licensing, certification, or authorization status since its last application?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, please provide documentation verifying current licensing, certification, or authorization status.		
2. For each program listed, complete the Training Provider Application Performance spreadsheet and ITA Program Information/Expense sheets attached, responding to each question and including specifics concerning total cost of attendance, broken out by books, tuition, lab fees, uniforms, supplies, examinations and vaccinations, fingerprinting and licensure and any other costs.		
3. Please describe how the institution carries out the following requirements, and for each response for 3. a-c, please identify any programs offered that deviate from the practices identified. (See next page if additional room is required for responses)		
a. Ensures access to training programs throughout the State, including rural areas, and including use of technology: Please see box 3.a.		
b. Serves employed individuals and/or individuals with disabilities and other barriers to employment: Please see box 3.b.		
c. Ensures that programs meet the needs of local businesses and partners: Please identify specific partnerships or collaborations that have been established with business or industry. Please see box 3.c.		
Please include:		
1. Copies of reports or information reported to State Agencies with respect to Federal and State training service programs.		
2. Copies of your institution's most current FETPIP report.		

NOTE: Once approved, to add new programs to a training provider's list of offerings, an ITA Program/Information Expense Sheet and the Performance Spreadsheet must be submitted.

3.a. Additional Information:

South Florida State College is an open-access institution that accommodates students at any educational level. Students entering at the most basic level are assessed for basic literacy needs, students with some high school are enrolled in high school equivalency (GED) programs, and students who have already earned a high school diploma are assisted in applying for federal Pell grants and local scholarships to help defray costs. Remedial instruction and both face-to-face and online academic tutoring are available for any student needing additional academic support. In all cases, students are encouraged to co-enroll in an occupational pathway program to earn an industry-recognized certification and/or college certificate while completing their academic requirements.

The College offers a variety of free, hands-on workshops to assist students with the use of technology. These include a hands-on review of our learning management system (Brightspace) which consists of a thorough review of the available online tools including steps for checking email, content, notifications, news, calendar, discussions, features of the +

3.b. Additional Information:

To accommodate the needs of employed individuals, courses are offered in a variety of different modalities at different times throughout the week. This includes fully online, hybrid (combination of face-to-face and online), concentrated (e.g., eight week), as well as traditional face-to-face classes. In addition to traditional weekday, daytime offerings, classes are scheduled during the evenings and on weekends.

To accommodate the needs of individuals with disabilities, the College employs a disabilities counselor who helps to ensure that all students with disabilities are provided proper accommodations. The College has official policies and procedures in place that allow students with self-disclosed, documented disabilities to request and receive proper accommodations for their disclosed disability that conform to accepted educational best practices.

To accommodate the needs of individuals with other barriers to employment, the College works closely with a variety of +

3.c. Additional Information:

Each of the College's workforce educational programs has a dedicated advisory board comprised of local business owners and professionals. These advisory boards meet regularly with our program directors and faculty to review curriculum and laboratory/shop outfitting to help ensure that our programs are up-to-date and address the current needs of local business/industry communities. Advisory board members regularly offer our students internship, co-op experiences, and job shadowing opportunities to enhance the educational experience. Additionally, the College conducts both specific and broad area needs assessments to better understand and keep abreast with local area employment/skills needs, including a Comprehensive Local Needs Assessment (CLNA) as required by Perkins V legislation.

The College maintains an active and broad array of partnerships/collaborations with local businesses and industries to advise and collaborate on employment needs in our area. These include: +

3. a. Additional Information

South Florida State College is an open-access institution that accommodates students at any educational level. Students entering at the most basic level are assessed for basic literacy needs, students with some high school are enrolled in high school equivalency (GED) programs, and students who have already earned a high school diploma are assisted in applying for federal Pell grants and local scholarships to help defray costs. Remedial instruction and both face-to-face and online academic tutoring are available for any student needing additional academic support. In all cases, students are encouraged to co-enroll in an occupational pathway program to earn an industry-recognized certification and/or college certificate while completing their academic requirements.

The College offers a variety of free, hands-on workshops to assist students with the use of technology. These include a hands-on review of our learning management system (Brightspace) which consists of a thorough review of the available online tools including steps for checking email, content, notifications, news, calendar, discussions, features of the classlist, online quizzes, and the electronic dropbox submissions. Additionally, students are offered the opportunity to attend specialized workshops to assist with the technological aspects of both MLA and APA writing and how to avoid plagiarism.

3b. Additional Information

To accommodate the needs of employed individuals, courses are offered in a variety of different modalities at different times throughout the week. This includes fully online, hybrid (combination of face-to-face and online), concentrated (e.g., eight week), as well as traditional face-to-face classes. In addition to traditional weekday, daytime offerings, classes are scheduled during the evenings and on weekends.

To accommodate the needs of individuals with disabilities, the College employs a disabilities counselor who helps to ensure that all students with disabilities are provided proper accommodations. The College has official policies and procedures in place that allow students with self-disclosed, documented disabilities to request and receive proper accommodations for their disclosed disability that conform to accepted educational best practices.

To accommodate the needs of individuals with other barriers to employment, the College works closely with a variety of organizations such the Florida Division of Vocational Rehabilitation, Division of Blind Services, Veterans Administration, and local regional CareerSource boards to help overcome employment impediments.

3.c. Additional Information

Each of the College's workforce educational programs has a dedicated advisory board comprised of local business owners and professionals. These advisory boards meet regularly with our program directors and faculty to review curriculum and laboratory/shop outfitting to help ensure that our programs are up-to-date and address the current needs of local business/industry communities. Advisory board members regularly offer our students internship, co-op experiences, and job shadowing opportunities to enhance the educational experience. Additionally, the College conducts both specific and broad area

needs assessments to better understand and keep abreast with local area employment/skills needs, including a Comprehensive Local Needs Assessment (CLNA) as required by Perkins V legislation.

The College maintains an active and broad array of partnerships/collaborations with local businesses and industries to advise and collaborate on employment needs in our area. These include:

Health Science: Florida Hospital Heartland Division, Highlands Regional Medical Center, DeSoto Memorial Hospital, Lakeland Regional Hospital, and Winter Haven Medical Center

Automotive: Advanced Auto Parts, Alan Jay Chevrolet, Alan Jay Toyota, Artistic Auto Body, Bill Jarrett Ford, and DeSoto Auto Mall

Criminal Justice: Local police departments from Arcadia, Bowling Green, DeSoto County, Hardee County, Highlands County, Lake Placid, Sebring, and Wauchula

Electrical Distribution: Duke Energy and Peace River Electric

EMS: DeSoto County Fire & Rescue, Florida Hospital Wauchula, Hendry County EMS, Hardee County Fire & Rescue, Highlands County EMS, and Polk County Fire Rescue

Fire Science: Florida State Fire Marshall's Office, Fire Departments of Avon Park, Boca Grande, City of Sebring, DeSoto County, Hardee County, and Highlands County

Medical & Office Administration: Agero, Florida Hospital Heartland Division, Highlands Regional Medical Center

Commercial Truck Driving: Highlands County Board of County Commissioners Road & Bridge Department, John Bresham & Associates, and Sims Crane & Equipment

CareerSource Heartland Internal Checklist for Potential Training Providers

Provider South Florida State College

New ☐

Renewal ☒


<i>(school/training institution will be referred to as "provider")</i>	Yes	No	Comment/Addtl. Info.
Is the provider an institution of higher education that provides a program(s) that leads to a recognized post-secondary credential(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training Provider Application - Continued Eligibility
Is the provider an entity that carries out apprenticeship programs registered under the National Apprenticeship Act (NAA)? (exempt from application procedures)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training Provider Application - Continued Eligibility
Is the applicant an other public or private provider of training service programs (which may include joint labor-management organizations, pre-apprenticeship programs and occupational/ technical training)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training Provider Application - Continued Eligibility
Is the applicant a provider of adult education and literacy under Title II where such activities are provided in combination with occupational skills training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training Provider Application - Continued Eligibility
Are the programs submitted in compliance with occupations in demand as listed on Board's current Targeted Occupations List?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the provider submit performance measures to FETPIP (Florida Education & Training Placement Information Program)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does it appear that the provider submits student data to FETPIP in a timely manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copies of information for 2018-2019 were included in application.
Has the provider certified that all facilities where training occurs are ADA compliant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Training Provider Application - Continued Eligibility
Is the institution/provider minority/female owned and operated?	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Has the provider been in operation long enough to discern performance outcomes? If no, how long has provider been in operation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Has the provider been removed from the ETPL by any LWDA?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unable to determine but not indicated.
Is the provider eligible to receive Title IV funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the provider is not currently eligible to receive Federal Pell grants or other Federal monies, please indicate if application has recently been made and is pending.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Does the provider accept the amount of money provided through WIOA/Pell only? (If Pell pays \$5,000 and WIOA pays \$3,000, but the program costs \$9,000, will the provider accept \$8,000 as the total payment?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are any scholarships offered to students?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

What is the institution's default rate on student loans?			N/A
Is the provider properly licensed and accredited? If yes, by whom?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Federal Interagency Commission on Education (FICE) - 001522
Is the provider licensed with the Commission for Independent Education?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does it appear that the provider ensures sufficient access to training programs throughout rural areas, to include use of technology?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 3.a.
Does it appear that the provider sufficiently serves employed individuals or individuals with disabilities and other barriers to employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 3.b.
Does it appear that the provider ensures that programs meet the needs of local businesses and partners?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 3.c.
Did the provider include a copy of or access to policies as requested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If the provider specializes in only one industry, are there jobs available locally in that field? If so, do those jobs require an industry recognized credential, and do entry level positions pay higher than minimum wage?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Do the provider's total indicated program costs cover all student expenses including supplies such as uniforms, tools, State exam fees, etc., required to complete the class?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
- If yes , does the provider purchase the supplies and provide them directly to the student?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
- If no: Due to recent changes by the state, CSH is no longer able to pay 3 rd party providers for student-related expenses such as medical exams, supplies, uniforms, exams; however, reimbursements can be made to the training provider for supplies purchased for a student up to the current ITA cap*. Therefore, does the provider have the capacity and willingness to change procedures in order to pay all student-related expenses and bill CSH in increments for the agreed-upon costs? *Refer to current program year procedures for the CSH ITA caps for "Targeted" and "Non-Targeted" industries.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Are the provider's program costs reasonable in comparison to historical data, other equivalent and locally available training options?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comparable to costs of providers offering similar training.
Provider application appears complete, including program expense sheets and performance spreadsheet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
List any general comments concerning completion rates, entered employment rates, and entry level wage rates for programs submitted.			Please see individual program review sheets for comments.

Please indicate the following information, if known:			
Would the provider be able to provide short-term (1-2 days) training to individuals employed by businesses in the CSH region resulting in an industry-recognized credential?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If the provider offers on-line programs, is there a way to track attendance, hours spent, progress, and grades achieved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the provider offer placement assistance? If yes, do they work with workforce to assure that jobs and job referrals are posted into EFM?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Questions below relate to renewal applications only:			
Has there has been any change to licensing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the provider report to CSH any changes in acceptance of financial aid, cost information and refund practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the provider regularly communicate with CSH staff regarding student progress or concerns?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are funded students completing their approved training programs? Are they receiving any level of credential? Are they passing State level licensing or certification exams?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please see Performance Spreadsheets. Information provided for 2018/2019.
Are funded students entering employment? Is the employment training related? Is the average entry level wage rate of trainees higher than minimum wage? Is the average entry level wage rate higher than the locally adjusted LLSIL?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please see Performance Spreadsheets. Information provided for 2018/2019.
Does the provider's finance department readily communicate and cooperate with CSH's fiscal department? Do the provider's billing processes meet required compliance with federal, state and local guidelines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the provider demonstrating compliance with all clauses outlined in the Training Provider Agreement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the provider demonstrate a willingness to cooperate with CSH when federal, state, or local guidance changes are mandated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Targeted Industries in the CSH Region (rev Sept. 2012)			
<ul style="list-style-type: none"> • Agriculture • Biofuels & Renewable Energy • Healthcare & Life Sciences • Information Technology 	<ul style="list-style-type: none"> • Logistics & Distribution • Niche Manufacturing/Processing <ul style="list-style-type: none"> ○ Agriculture, Aviation, Building Component Design, Food & Beverage, Plastics 		
Targeted Industries in the State of Florida			
<ul style="list-style-type: none"> • Clean Technologies (Cleantech) • Life Sciences • Information Technology • Aviation/Aerospace 	<ul style="list-style-type: none"> • Logistics & Distribution • Homeland Security/Defense • Financial & Professional Services 		
General:			

- Upon submission of application packet, CSH reviews the program history – i.e., success with placement, are placements within the area, FETPIP reporting, Pell acceptance.
- Programs submitted are reviewed/approved individually. Providers may be approved for one program submitted but not necessarily for all programs submitted.
- Provider is notified of acceptance or denial.

Reviewed by:



Ann Martin, CPO

4/14/2020

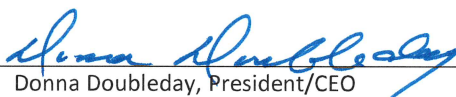
Date

Recommendation:

Approve ☒

Do Not Approve ☐

Approved by:



Donna Doubleday, President/CEO

4-15-20

Date

Additional information (optional):
