

## How to Become Listed as an Eligible Training Provider

1. All new and current Eligible Training Provider List (ETPL) trainers will be required to register in the NH Works Source for Consumer Information on Training and Education website ([NSCITE](#)), and submit their request to the Office of Workforce Opportunity (OWO) for approval to list programs on the ETPL.
2. Once approved by OWO, the provider shall enter all the program information, completing all the required fields, including performance data in NSCITE. Eligibility is determined on a program-by-program basis for each provider. Instructions and definitions are provided to assist with this process.
3. All providers are required to enter performance data for each program to be listed on the ETPL and provide evidence to the OWO that they have met the minimum performance criteria required. Programs that do not include performance data will not be approved for listing on the ETPL.
4. Providers should be prepared to provide a copy of their accreditation and license to operate as a training provider.
5. In general, training providers should have a permanent location in NH in order to be included on the ETPL. NH will consider a program as ETP eligible if it is on the Eligible Training Provider List in the state in which it is located. To find ETP Lists in other states, go to [servicelocator.org](#).
6. Providers Headquartered Outside of New Hampshire  
In an effort to increase customer choice, the State of New Hampshire will permit qualifying residents to use their ITAs to enroll in a program of training identified on the ETPL of another state with which NH has a reciprocal agreement. Additional justification is required to support out-of-state training and is reviewed case-by-case. This alternative is allowable under WIOA sec. 122(g). If the out-of-state provider has been determined as eligible by the state in which the provider operates, they will not be subject to initial or subsequent eligibility procedures of NH. Prior to establishing a reciprocal agreement with another state, the OWO staff responsible for managing the ETPL will contact the appropriate individual(s) in the other state to review their ETPL policies and procedures, and to ensure the quality of the training providers.
7. Apprenticeship Programs  
The OWO and the US Department of Labor's Office of Apprenticeship in NH will collaborate to list registered apprenticeship programs on the ETPL. Registered Apprenticeship sponsors will indicate their interest in being on the ETPL and will not be subject to the same application performance information requirements as other providers. The OWO will verify the status of the program on an annual basis in order to remove any from the list that are no longer registered.