June 20, 2016

Dear Training Provider,

You are receiving this notice because your school/organization is an approved training provider listed on the New Jersey Eligible Training Provider List (ETPL), located online at www.njtopps.com. Effective **August 1st, 2016**, the Center for Occupational Employment Information (COEI) is implementing new procedures for training providers seeking initial placement or renewal on the ETPL. We are implementing these procedures pursuant to the Workforce Innovation and Opportunity Act (WIOA), a federal law mandating the creation and maintenance of the ETPL, which supersedes the Workforce Investment Act (WIA). New Jersey State Law also requires the creation of the ETPL.

A copy of the new ETPL procedures is available online here.

What does this mean for my school/organization?
All training providers that are currently approved with programs listed on the ETPL will remain listed through **November 30, 2016**. To remain listed after November 30, 2016, all currently approved training providers are required to submit an ETPL Renewal Application Packet to COEI. Renewal Applications must be received by COEI no later than **September 15th, 2016** in order to avoid a lapse in ETPL approval. Due to the high volume of applications to be processed, COEI strongly encourages all training providers to submit their Renewal Applications as early as possible. Renewal Applications are available for download here.

Any questions or public comments regarding this new procedure and application process can be forwarded to our office via email at njtopps@dol.nj.gov.

Thank you in advance for your cooperation in this new process.

Sincerely,

Deshahn M. Lawrence

Deshahn M. Lawrence, Chief

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