Eligible Training Providers Request for Qualifications

The Westchester –Putnam Workforce Investment Board is soliciting Eligible Training Providers to provide training services as required by the Workforce Innovation and Opportunity Act (WIOA), the Ready to Work Initiative (RTW) as well as other funding sources from July 1, 2015 to June 30, 2019. Eligible Training Providers (ETP) present a broad and diverse selection of training choices to support employment goals of One Stop seekers and gives businesses a wide array of options to fund on the job and/or customized training.

To become a Westchester-Putnam Workforce Investment Board (WPWIB) Eligible Trainer Provider you are required to have an executed contract with Westchester County. You can apply online to become an approved training provider and begin the contract process by completing the following three-step process:.

Step 1: Create your profile on the NYS Department of Labor Website:
https://applications.labor.ny.gov/ETPL/TrainingProvider.faces

Inclusion on the NYS-ETPL, in itself, does not guarantee that WIA funds are available for enrollment in an eligible offering. Before continuing to the Training Provider area, please be sure to complete this step.

Step 2: Create your profile on the Westchester Putnam system

http://www.westchesterputnamonestop.com/providers/index.php?pid=1

If you are a training provider in the Westchester area and are listed on the NYS-ETPL, create your profile on the Westchester Putnam One-Stop (WPOS) Eligible Trainer Provider Profile system. If you already have created your WPOS Eligible Trainer Provider Profile, sign in to manage your course offerings.

Step 3: Submit your request to enter into a contract agreement

Submit copy of your certificate of incorporation, W-9 and the Responsibility Questionnaire. These documents can be sent by e-mail to att1@westchestergov.com

Download instructions on how to create or edit your profile and update course offerings.

http://westchesterputnamonestop.com/images/pdfs/createTrainingProviderProfile.pdf

Online ETP Applications are processed every calendar quarter as follows:

January 1, April 1, July1, and October 1.