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# PREFERRED TRAINING PROVIDER REQUIREMENTS OVERVIEW

In order to be considered as a prospective Preferred Training Provider by DESC, organizations must meet the following requirements, complete the Prospective Preferred Training Provider Questionnaire, and produce all requested materials.

# Career Education Consumer Report Registration

The Detroit Employment Solutions Corporation (“DESC”) is interested in working with qualified vendors to provide training in conjunction with the Workforce Innovation and Opportunity Act (WIOA) of 2014.

DESC training providers must be (and remain) registered on the State of Michigan Training Connect (MiTC). Contact information is as follows:

State of Michigan Talent Investment Agency, Office of Talent Policy and Planning

 517-373-6392

Janice Cooper’s Email Address OR mitc@michigan.gov

Monday through Friday from 8:00 a.m. to 5:00 p.m.

# Preferred Provider Financial Status and Performance

DESC has established guidelines for training institutions to assist in delivering instruction to our customers. In order to be classified as a Preferred Training Provider, training institutions must comply with WIOA and the requirements contained herein, demonstrate financial solvency, remain in good standing related to organizational and programmatic performance and maintain overall value to DESC customers.

DESC determines, at its discretion, whether an organization is eligible for classification as a “preferred training provider.”

# Ineligibility

Organizations and individuals are *ineligible* if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from operating by a federal department/agency, or if they are not in compliance with the state of Michigan Department of Revenue or Internal Revenue Service requirements.

# Financial Solvency and Regulatory Compliance

Organizations must be financially solvent and possess the ability to provide an industry-recognized credentials to students, as required by WIOA. Accordingly, organizations may be asked to produce financial records and must submit to an evaluation process to determine compliancy, programmatic suitability and financial solvency. Institutions that are selected to be Preferred Training Providers are expected to be in compliance and possess the credentials listed below, at the time of execution of a contract:

* All required licenses, bonding, facilities, equipment, and trained personnel necessary to perform the work as required in the Master Training Agreement;
* Compliance with all state of Michigan regulations as well as any other county, local or federal



laws or regulations as required to lawfully provide training services pursuant to WIOA;

* If relevant, have a certificate of Incorporation or legal entity established permitting operation as a business;
* Adequate financial resources for the performance of the contract;
* A satisfactory record of integrity, judgment and performance;
* Historical reports regarding completion, placement, student satisfaction, state licensing success rates and similar measures;
* Most recent audited or filed financial statements such as: Balance Sheets, Income Statements, Cash Flow Statements, Tax returns, Audits, or any other financial records requested by DESC;
* Most recent safety inspection and proof of compliance with the ADA.

# Performance Measures

Preferred Training Providers must adhere to and maintain the following performance requirements to remain in good standing and to provide training services to DESC customers. To maintain an eligible status as a Preferred Training Provider, the organization must:

* Provide a safe and accessible training location;
* Maintain an eighty percent (80%) completion rate;
* Maintain an eighty percent (80%) placement rate for all completers documented as permanent, full- time, earning a minimum wage of eleven dollars ($11.00) per hour;
* Maintain an eighty percent (80%) customer satisfaction rate substantiated by DESC student surveys evaluated quarterly;
* Propose a competitive tuition rate in line with a comprehensive curriculum.

# Provisions for Recently Established Training Institutions and Programs

Training institutions and programs that have not been in operation long enough to produce graduates may be granted, at DESC’s discretion, provisional status as a Preferred Training Provider until an instructional history is established. However, they must submit a Quality Management Plan which should address how graduation/completion rates, placement and customer satisfaction reports will be gathered, analyzed/reported and incorporated into a continuous improvement model.

# Questionnaire and Evaluation Process

To begin the evaluation process to become a preferred training provider, please submit a Letter of Interest to provide services and respond to the attached Prospective Training Provider Questionnaire. After DESC receives and evaluates the institution’s response, further information/documentation may be requested. DESC will then determine whether an organization meets the criteria of a preferred training provider, taking into account items such as: compliancy, programmatic suitability and financial solvency, that are in line with DESC’s training priorities.

**Employer Demand**

Before DESC will refer customers to a Preferred Training Provider for a specific training opportunity, the Preferred Training Provider must demonstrate employer demand for individuals with the credentials to be earned by DESC customers. DESC will provide Preferred Training Providers with a sample of language that will be considered acceptable demonstrations of employer demand. It will be the Preferred Training Provider’s responsibility to seek and transmit to DESC acceptable proof of employer demand prior to the start of enrollment of DESC customers in a Preferred Training Provider’s program.

# Preferred Training Providers

If DESC determines that an organization is eligible for Preferred Training Provider status, it may request that the organization execute a Master Training Agreement. The Master Training Agreement is *not* a guarantee of any future business from DESC, but merely a pre-negotiated agreement to the terms and conditions of any training that may be requested by DESC.

All Preferred Training Providers must allow DESC access to all records and processes used to generate program information. Preferred Training Providers may be required to provide supporting documentation to validate completion in cases of initial eligibility and to validate completion, placement and wage data in cases of subsequent eligibility.

DESC reserves the right to revisit and review any of the documentation required herein, including but not limited to, customer satisfaction surveys. If at any time during this process DESC determines that the training institution is out of compliance with WIOA, PATH, TAA or any applicable state or federal law, rule, regulation or policy, or any of DESC’s requirements or policies, DESC may issue a corrective action letter or terminate the organization’s status as a Preferred Training Provider.

# Term of Classification

If the organization is classified as a Preferred Training Provider, it shall be for a term of 12 months, after which DESC will review the organization’s status and determine whether to permit extension of the classification as a Preferred Training Provider.

# Submission

Please forward your response and all supporting documentation to the following physical or email address:

Detroit Employment Solutions Corporation 440 Congress, Suite 400

Detroit, Michigan 48226 Attn: DESC Education Coordinator

DESCEdCoordinator@detempsol.org

Failure to properly respond will result in a forfeiture of consideration as a Preferred Training Provider with DESC until the next eligibility period. Determination of an organization’s status as a Preferred Training Provider is made at DESC’s sole discretion and in compliance with WIOA. Classification as a Preferred Training Provider does not guarantee any future work from DESC. If you have any questions regarding this notice, please contact us at the address stated above.