MEMORANDUM

DATE: March 29, 2010

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One Stop and Program Support

SUBJECT: WIA Training Code – Skill Upgrading and Retraining

The purpose of this memorandum is to inform the regions of the addition of Training Code 305 to the Employ Florida Marketplace management information system. This code can be used to report “Skill Upgrading and Retraining”, a training service authorized by Section 134(d)(4)(D)(v) of the Workforce Investment Act (WIA).

Skill upgrading is defined as training that raises an individual’s proficiency in specific skills needed by an employer or industry that lead to the advancement of an individual or the improvement of his/her efficiency.

Skill retraining is defined as instruction to prepare an individual for a new occupation through the acquisition of new and different skills demanded by technological changes. It must be demonstrated that the training will result in the individual’s acquisition of transferable skills or an industry-recognized certification or credential.

Please note the following requirements related to the use of this new code.

Skill upgrading and retraining service providers have to be on the Eligible Training Provider List (ETPL). WIA, Section 134(d)(4)(C).

Skill upgrading and retraining has to be provided through an individual training account (ITA) unless one of the exceptions listed in the WIA section 134(d)(4)(G)(ii) applies:

(I) such services are on-the-job training provided by an employer or customized training;
(II) the local board determines there are an insufficient number of eligible providers of training services in the local area involved (such as in a rural area) to accomplish the purposes of a system of individual training accounts; or
(III) the local board determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment.

Please share this information with appropriate staff. Should you have any questions, please contact Isabelle Potts at (850) 921-3148 or via email at lsabelle.Potts@flaawi.com.

LAS/oip

cc: Barbara Griffin  Kevin Neal  Tony Carter  Clifttin Atkinson