

## Idaho Policy for WIOA Eligible Training Providers Idaho Eligibility Criteria and Procedures Adopted December 13, 2023

### References:

- WIOA Section 122
- USDOL ETA Training and Employment Guidance Letter (TEGL) WIOA No. 03-18
- USDOL ETA Training and Employment Guidance Letter (TEGL) WIOA No. 08-19
- USDOL ETA Training and Employment Guidance Letter (TEGL) WIOA No. 08-19, Change 1
- 20 CFR §§ 680.400 – 680.530
- Idaho Policy for WIOA Eligible Training Providers Idaho Eligibility Criteria and Procedures, Adopted 04/07/2020
- 29 CFR 38.13

### Introduction:

The Workforce Innovation and Opportunity Act (WIOA) requires states to approve training providers before funds can be used to pay for occupational skills training. The Governor (via the Idaho Workforce Development Council) is charged with developing the process for determining how training providers may qualify for inclusion on Idaho's Eligible Training Provider List (ETPL). The Idaho Department of Labor (as the State Administrative Entity under WIOA) implements this policy and maintains the ETPL.

This policy meets the requirements outlined in WIOA Section 122, TEGL 8-19, and 8-19, Change 1. The ETPL causes for denial, termination, and the appeals process are also outlined in this policy.

### Eligible Training Providers and Programs of Study:

The WIOA statute and the Final Rule distinguish between eligible training providers (ETPs) and programs of study, as one ETP may provide multiple programs of study for a variety of occupations. Determining ETP eligibility is therefore a two-tier approach. First, the training provider must be an eligible entity to provide training, as listed in the Training Provider Criteria section later in this issuance. Second, the training program(s) offered by an approved training provider must meet eligibility and performance criteria delineated later in this document. For a training provider to receive WIOA Title I-B training funds for adults, dislocated workers, and out-of-school youth aged 16-24, the programs of study must be listed on the ETPL.

An ETP is a provider of training services who has met the eligibility requirements to receive WIOA Title I-B Adult or Dislocated Worker funds through the issuance of an individual training account (ITA) for the purpose of providing training services to eligible individuals. ITAs are also permissible for Out-of-School Youth aged 16 – 24, when appropriate. Each ETP's training programs are subject to the eligibility requirements in WIOA Section 122 and the regulations at 20 CFR part 680 Subpart F.

## Eligible Providers of Training Services

WIOA 122(a)(2), 20 CFR 680.410, TEGL 08-19, TEGL 08-19 – Change 1

Subject to meeting federal and state eligibility criteria, WIOA eligible training providers must be one of the following entities:

- Institutions of higher education that provide a program that leads to a recognized postsecondary credential;
- Apprenticeship programs, including Registered Apprenticeship Programs (RAP), National Program RAPS, and Industry Recognized Apprenticeship Programs (IRAPs). See *Idaho Policy for WIOA Eligible Training Providers-Idaho Eligibility Criteria and Procedures, Training Program Criteria* for more detail;
- Other public or private providers that provide training, which may include community-based organizations (CBOs) and joint labor-management organizations;
- Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with training services described in 20 CFR § 680.350; and
- Local boards if they meet the conditions of WIOA Section 107(g)(1).

## Eligible Programs of Training Services

Adapted from 20 CFR 680.420

The Eligible Training Provider List is composed of approved eligible training programs. Both training providers and their individual programs must meet eligibility standards. A *program of training services* is defined as one or more courses or classes, or a structured regimen that directly leads to employment in an in-demand occupation. The training must lead to the following:

- An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State involved or the Federal government, an associate or baccalaureate degree;
- Employment; or
- Measurable skill gains toward a credential described in the first bullet of this section or employment.

These training services may be delivered in person, online (virtual), or through a blended approach; however, the training provider must provide physical facilities and/or tools and equipment to provide a high-quality experience in meeting instructional and skills assessment needs.

## Training Service Exceptions to Eligible Training Provider List

WIOA 122(h), 20 CFR 680.530, TEGL 08-19

Training services that are not subject to the requirements of the eligible training provider provisions in the *Idaho Policy for WIOA Eligible Training Providers - Idaho Eligibility Criteria and Procedures* are:

- On-the-job training; customized training; incumbent worker training; transitional employment; or
- The circumstances described at WIOA sec. 134(c)(3)(G)(ii), where the Workforce Development Council, as the WIOA local board, determines that:
  - There are insufficient providers, or
  - There is a training services program with demonstrated effectiveness offered in the local area by a community-based organization or other private organization to serve individuals with barriers to employment, or
  - It would be most appropriate to award a contract to an institution of higher education or other eligible providers of training services to facilitate the training of multiple individuals in in-demand industry sectors or occupations, and such a contract does not limit customer choice.
- A WIOA enrollee may continue and complete their enrollment in a training program that was on the ETPL at the start of training but that has subsequently been removed from the ETPL unless there is a significant reason to cease participation (health, safety, criminal liability, etc.).

**Note:** The Eligible Training Provider List only provides occupational skills training services. Basic skills training, “soft” skills training, or other workforce preparation activities do not train individuals for a particular occupation. Additionally, the following are not considered occupational skills training:

- Workshops or seminars provided by organizations not registered with the Idaho State Board of Education that last three (3) calendar days or less and are offered no more than four (4) times per year are not considered occupational skills training
- Intensive review courses as instruction for test preparation
- Continuing education courses for those with existing occupational skills
- Short term certificates that are only one component of the typical requirements for a job, such as CPR, OSHA, WorkKeys, Food Handler Certificates, and basic computer training.

As part of a WIOA participant’s individualized employment plan, Idaho’s WIOA program may pay for these activities as career services separate from or in addition to occupational skills training.

### **Types of Eligibility**

WIOA Sec. 122 (b)(4), TEGL 08-19

WIOA provides for *Initial Eligibility* and *Continued Eligibility*. Initial eligibility refers to new providers and/or programs that, upon approval, receive eligibility for one year. Continued Eligibility refers to a biennial review and renewal of programs that have completed initial eligibility.

New programs added to the ETP list are reviewed after a provisional year. Thereafter, States are required to review training provider eligibility every two years.

Policy criteria are provided below for both initial and continued eligibility as directed in TEGL 08-19’s Attachment III.

## Criteria for WIOA Eligible Training Provider Initial Eligibility

### Training Provider Criteria:

- Providers must have been providing training programs for at least one year to be eligible for placement on the ETPL. During the 12 months before eligibility, they must collect data to satisfy the requirements in the Training Program Criteria section. Once an entity has been operational for a minimum of 12 months, all other eligibility requirements apply. This does not apply to entities with established operations in other states that are new to Idaho.
- Provide a certificate of registration from the Office of the State Board of Education or other oversight body, such as the Bureau of Occupational Licensing authorizing the entity to provide training and collect tuition in the State of Idaho. Organizations exempt from oversight do not qualify to be on the ETPL.
- Provide the required data elements in *IdahoWorks* as directed by the Idaho Department of Labor. This includes but is not limited to items such as reasonable accommodations, business partnerships, credential offerings, and debarment status.
- Training providers must submit three letters of recommendation from employers.
- Training providers must successfully complete the Equal Opportunity questionnaire located here:  
<https://www.labor.idaho.gov/WIOA/WIOA-EO-Desk-Survey.pdf>
- Training providers agree to send their students an Equal Employment Opportunity/customer satisfaction survey approved by the Idaho Department of Labor.
- Training providers must sign an agreement to securely collect and report required information for programs.
- Training providers must provide a current refund policy specifying when refunds for tuition and other costs associated with the training program will be allowed. Refund policies must be written and published so that students are aware of how to request a refund.
- Training providers must have a current grievance policy which provides for due process for students to file complaints with an organization against faculty, staff, or other institution employees. Grievance policies must be written and published so that students are aware of how to file a complaint.
- Training providers must assure their ability to provide training programs that are architecturally and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities (29 CFR 38.13). Every training provider that applies to be listed on the ETPL must sign a Training Provider Assurances (TPA) electronic form acknowledging adherence to WIOA requirements before receiving final approval to be added to the ETPL. The TPA electronic form indicates the training provider will comply with nondiscrimination and equal opportunity provisions of all applicable federal and state laws. If a training provider does not assure compliance with all applicable federal and state laws, they will not be able to complete the application for inclusion on the ETPL.

**Training Program Criteria:**

- The training program leads to an in-demand occupation. A brief definition of what constitutes these programs is listed in Appendix A. WIOA participants will be encouraged to select training for an occupation that pays no less than \$15 per hour.  
*Note:* Appendix A is updated annually by the Workforce Development Policy Committee of the Idaho Workforce Development Council.
- The training program provides a high-quality experience, including a recognized postsecondary credential or demonstrating measurable skills gains toward such a credential or employment.  
*Note:* WIOA participants will be encouraged to select high quality training that leads to an industry-recognized postsecondary credential, which is available at no cost or a low cost to participants.
  - High quality training experience is identified by:
    - Physical or virtual facilities with the appropriate tools or equipment to meet instructional and skills assessment needs;
    - Reportable skills gain measured by assessments;
    - Industry endorsement;
    - Not having a high dropout rate and/or high student loan default rate and/or poor job placement rate; and
    - Regional or national accreditation, if applicable.
- The training program is published in the provider's catalog of courses/programs and is available to all students (WIOA and Non-WIOA)
- The training program meets or exceeds a factor related to established WIOA performance outcomes:
  - Employment in the 2<sup>nd</sup> quarter after exit
  - Employment in the 4<sup>th</sup> quarter after exit
  - Median earnings in the 2<sup>nd</sup> quarter after exit
  - Credential attainment*Note:* If the eligible training provider has not previously collected program data on the WIOA performance measures listed above, the state has identified alternative criteria that may be used to satisfy the initial performance requirement. Any of the following may be used:
  - The training provider's general student retention, placement, or completion rates;
  - The number of students who obtained employment;
  - The number of students who obtained a credential or degree;
  - A narrative that describes and quantifies how the training program improves students' employability and/or earning potential.

**Exceptions:**

Training programs exempt from the ETPL requirements include:

- On-the-job training, internships, and work experience activities.
- *Registered Apprenticeship Programs (RAPs)* – (TEGL 8-19 and TEGL 8-19, Change 1)



U.S. Department of Labor Registered Apprenticeship Programs with in-state sponsors and National Program RAPs that have operations in Idaho are automatically eligible for placement on the Idaho ETPL. USDOL considers RAPs to qualify as occupations in-demand in the local labor market. The state workforce development system conducts outreach across the state to apprenticeship-related entities through various means, incorporating partner involvement – the Idaho Department of Labor, the Workforce Development Council, and Idaho Business for Education, etc. – in efforts to inform RAPs and sponsors to help them understand the benefits of participating in the ETP process. It remains important and essential for Idaho to communicate the benefits of ETPL placement to current and new sponsors and make direct referrals to the ETP coordinator.

Upon request from the National RAP sponsor, RAPs will be placed on Idaho's ETPL. RAPs are encouraged to comply with the requirements in this policy, especially providing information for performance reporting; however, they are not required to do so. National Program RAPs are not required to register the program with Apprenticeship Idaho.

RAPs will be added to the ETPL as soon as the request is made to the state with the information outlined in TEG 8-19, Attachments II & IV – no minimum verification period will be required.

Note – Industry Recognized Apprenticeship Programs (IRAPs) **do not** receive the same ETP exceptions allowed for RAPs. Therefore, IRAPs seeking placement on the ETPL must follow the same process requirements as other training providers that are not RAPs, as described in this policy.

- *Postsecondary Academic Programs* – Academic programs provided by Idaho's colleges and universities that are subject to Idaho State Board of Education oversight and meet in-demand occupation training needs (pursuant to Appendix A) will be approved for initial eligibility under WIOA. These programs will be added to the ETPL upon request of a WIOA career planner and confirmation by the Idaho State Board of Education.
- *Out-of-State Providers* – Approved ETPL providers and programs based in other states that do not have a physical presence in Idaho must be on their respective state's WIOA ETPL. A reciprocal agreement must be signed with the respective state's ETP administrator or appropriate signatory. The training provider will not be included on Idaho's ETPL, but will be considered on a case by case basis for individual participants if the program of study meets Idaho in-demand training needs (pursuant to Appendix A).

*Note:* Physical presence in Idaho is determined by an office location that is available for students to meet with staff in-person as required or requested.

### **Initial Eligibility Period:**

A program's initial eligibility will expire one (1) year from the date of approval.

### Denial or Termination of Eligible Training Provider Status:

A training provider or program may be denied initial or continued eligibility or may be removed from participating in WIOA Title IB Programs outside of the annual review period for the following reasons:

1. Required information was not provided correctly or in a timely manner.
2. The training program does not support the occupations in demand in Idaho and/or does not meet minimum entry-level wage criteria.
3. The training program does not meet the WIOA definition of training services, which is a program of one or more courses or classes or a structured regimen that directly leads to employment in an in-demand occupation. The training must lead to the following:
  - Attainment of a recognized postsecondary credential,
  - Employment, or
  - Attainment of a measurable skill gain toward such a credential or employment.
4. The training program does not provide a high-quality educational experience in meeting instructional and assessment needs. This may be evidenced by lack of regional or national accreditation, lack of industry endorsement, lack of skills gain measured by assessments, lack of job placement, a high dropout rate, and/or high student loan default rate.
5. The training provider has not maintained the required licenses and certifications or is found non-compliant with the training provider's assurances or certifications.
6. The training provider does not comply with WIOA regulations or any agreement executed under WIOA.
7. The training provider has demonstrated a lack of communication with WIOA participants, the service provider, or the state Administrative Entity, indicating little to no participant support.

Providers who apply for placement on the ETPL will be notified if they or their program(s) do not meet the compliance standards. Each provider will be notified of the status of each requested program.

### Appeals Process:

A training provider whose program is denied placement on the ETPL or deemed ineligible may submit a written or email appeal to the Idaho Department of Labor within 14 business days of receiving notification. The request for appeal must include the following: name of training provider, training program(s) impacted, the reason for the appeal (i.e., grounds), training provider point of contact phone and email, and signature of training provider representative. Written appeals may be sent via:

<b>Regular mail to:</b>	<b>Fax to:</b>	<b>Email to:</b>
Appeals Bureau Idaho Department of Labor 317 W. Main Street Boise, ID 83705-0720	208-334-6440	WIOAETP@labor.idaho.gov

Regardless of delivery method, the appeal must be postmarked or sent by 5 pm on the last day to protest.

As a result of filing an appeal, a telephone hearing may be scheduled in which all interested parties will be invited to participate. The hearing shall include an opportunity for the applicant to submit written

and verbal information to the hearing officer. This is the only opportunity a provider may have to appeal this issue. If no appeal is filed, this determination will become final and cannot be changed. Any questions about a determination or about filing an appeal should be directed to the ETP Coordinator by email at [WIOAETP@labor.idaho.gov](mailto:WIOAETP@labor.idaho.gov).

The hearing officer will issue a decision within 60 calendar days from the date the hearing takes place. The decision of the hearing officer shall be final. Those removed from or denied placement to the ETPL may re-apply for inclusion no earlier than one year after the decision has been made.

### **Criteria for WIOA Eligible Training Provider and Training Program Continued Eligibility**

A training provider and their respective programs may have their eligibility continued by meeting the following criteria:

- Provide evidence that the Training Provider and program Criteria described in the Initial Eligibility section above continue to be met.
- Provider has updated and submitted the information and performance data as required by state and federal guidelines.
- The occupation(s) the provider's training program(s) are aligned with continue to be listed in the annually updated Appendix A.
- Provider demonstrates they have provided reasonable access to training services throughout the state including rural areas and through the use of technology.
- WIOA students have enrolled in programs within the most recently completed 12 months.
- Provider has delivered the EEO/Customer Satisfaction Survey to students and collected results. Provider has received an average satisfaction on returned surveys and is free from student/customer complaint based on survey results.
- As described in Initial Eligibility Requirements, the provider seeking continued eligibility must sign a new TPA form each year.

Programs exempt from Continued Eligibility criteria:

- US Department of Labor National Registered Apprenticeship Programs (RAPs) are not subject to Continued Eligibility criteria. They will continue to remain on the Eligible Training Provider list until the sponsor requests the program be removed, the program is deregistered, has been determined to have intentionally supplied false or inaccurate information, or has substantially violated a provision of Title I of WIOA or its regulations. RAPs will have their registration status verified at least every two years. RAPs are encouraged to comply with the requirements in this policy, especially providing information for performance reporting; however, they are not required to do so. RAPs must continue to provide ETA with the information outlined in TEGL 8-19, Attachment IV.
- Postsecondary Academic Programs will be removed from the ETPL if the program no longer meets the in-demand occupation training needs (pursuant to Appendix A) and/or a WIOA participant has not been enrolled in the program during the most recently completed 12 months. These programs may be added back to the ETPL per the Initial Eligibility criteria.
- Out-of-State Providers and programs will be independently verified against their respective state's ETPL and current reciprocal agreements before WIOA ITAs may be issued.



## **Additional Guidance on Occupational Skills Training, Recognized Postsecondary Credential, and Measurable Skills Gain**

### **Occupational Skills Training**

20 CFR 681.540

Occupational skills training (OST) is defined as training conducted in a classroom or online setting using curriculum designed to meet the technical needs of the workplace. Occupational skills training classes are categorized as training services under WIOA. The Eligible Training Provider List (ETPL) is developed to support customer choice for occupational skills training.

OST provides WIOA participants with the technical skills necessary to perform a specific job or group of jobs. The duration of OST activities varies based on many factors; however, the following considerations will be applied to each participant:

#### Basic Requirements

- Training is approved on the ETP list,
- Reasonable expectation of self-sufficient employment upon completion of training,
- The coursework can be completed in a reasonable time period,
- The coursework is required for entry into a specific occupation,
- There are no other viable options for services or training that will lead the participant to self-sufficient employment, and
- Training costs are reasonable and may be covered by the WIOA service provider if finances allow.

Occupational skills training is provided through Individual Training Accounts. Individual Training Accounts (ITAs) provide traditional classroom or online training services to eligible participants through the Workforce Innovation and Opportunity Act (WIOA). Training services are available as funding permits and are reserved for eligible WIOA Title I Adult, Dislocated Workers (DW) and Out-of-School Youth participants. Eligible participants interested in training may access training services through Individual Training Accounts (ITAs) and Apprenticeship Training Accounts (ATAs) through training providers who have met eligibility requirements set by the state of Idaho.

Occupational Skills Training must lead to one or more of the following:

- a) Attainment of a recognized postsecondary credential; or
- b) Employment; or
- c) Measurable skills gain(s) toward a credential listed in the first bullet of this section or employment.

### **Recognized Postsecondary Credential**

A postsecondary credential is a recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation. A recognized postsecondary credential "means a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the state involved or federal government, or an associate or baccalaureate degree." Technical or occupational certificates awarded by workforce development boards (WDBs) and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide nor documents the

measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Likewise, such certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.

A variety of different public and private entities issue recognized postsecondary credentials. Below is a list of the types of organizations and institutions that award recognized postsecondary credentials (not all credentials by these entities meet the definition of recognized postsecondary credential).

- A state educational agency or a state agency responsible for administering vocational and technical education within a state;
- An institution of higher education described in Section 102 of the Higher Education Act of 1965 (20 USC sec. 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs;
- An institution of higher education formally controlled or has been formally sanctioned or chartered by the governing body of an Indian tribe or tribes.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or product manufacturer or developer (e.g., recognized Microsoft Information Technology certificates, such as Microsoft Certified IT Professional (MCITP), Certified Novell Engineer, a Sun Certified Java Programmer, etc.) using a valid and reliable assessment of an individual's knowledge, skills, and abilities;
- ETA's Office of Apprenticeship or a recognized state apprenticeship agency;
- A public regulatory agency that awards a credential upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration aviation mechanic license, or a state-licensed asbestos inspector);
- A program that the Department of Veterans Affairs has approved to offer education benefits to veterans and other eligible persons; or
- Job Corps issues certificates for completing career training programs based on industry skills standards and certification requirements.

***Types of Acceptable Credentials in the State of Idaho:***

The following are acceptable types of credentials that count toward the credential attainment indicator:

- Secondary school diploma or recognized equivalent
- Associate degree
- Bachelor's degree
- Graduate degree for purposes of the Vocational Rehabilitation program
- Occupational licensure
- Occupational certificate, including Registered Apprenticeship and Career & Technical Education educational certificates
  - This includes the certificates awarded under the postsecondary affairs section of the

Idaho State Board of Education Governing Policies and Procedures (Section III.E.)

- Occupational certification
  - This includes any licenses/registries required under the Idaho Code. A current list can be found at <http://www.idaho.gov/business/professional-licenses/>
- Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.
  - This includes [SkillStack badges](#) awarded by eligible educational institutions as approved by Idaho Career & Technical Education. The badge(s) must be aligned to an in-demand occupation.

### **Measurable Skills Gain**

Measurable skills gain is defined as documented academic, technical, occupational, or other forms of progress toward a credential or employment. Depending upon the type of education or training program, below are the five (5) types of MSG and the supporting documentation that may be used to demonstrate a skills gain.

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- Documented attainment of a secondary school diploma or its recognized equivalent;
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the state unit's academic standards;
- Satisfactory or better progress report towards established milestones from an employer or training provider who is providing training, such as completion of OJT or completion of 1 year of an apprenticeship program or similar milestones; or
- Successful passage of an exam required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

### Examples:

- A participant has enrolled in a 4-year registered apprenticeship program: the measurable skill gains indicator tracks the skills the participant gains throughout the reporting period, not just at the end of the 4-year training program.
- For low-skilled adult participants of an adult education program, the measurable skill gains indicator provides an opportunity to track and report gains in reading, writing, mathematics, and English proficiency.

## APPENDIX A

### WIOA Eligible Training Providers and Idaho LAUNCH In-Demand Occupation & Training Program Alignment Methodology

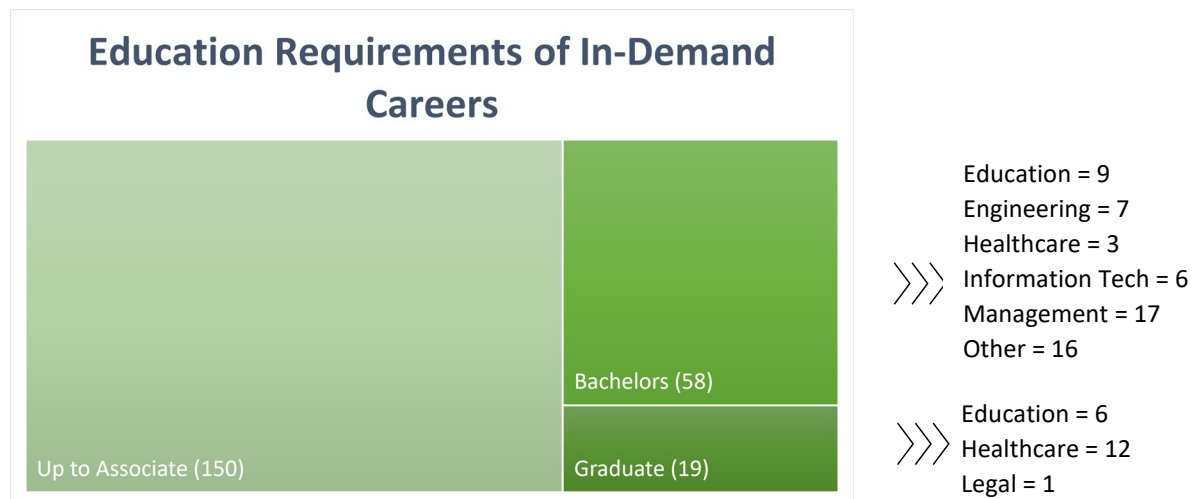
#### Determining which Occupations are In-Demand

Data is provided by Idaho Department of Labor (IDOL) from the Long Term Occupational and Industry Projections which are updated every two years under contract with the Bureau of Labor Statistics.

*Long-term employment projections cover a 10-year time span and are available for both industries and occupations. The rise and fall of the business cycle is factored out in the long-term projection process in order to highlight growth and contraction of industry employment as well as changing staffing patterns within industries. <https://lmi.idaho.gov/data-tools/occupational-industry-projections/>*

The Workforce Development Council applies the following methodology:

1. "Rolled-up" SOCs (Standard Occupational Classification codes) are removed from IDOL file (i.e. xx-xx00).
2. Occupations are sorted in descending order by Annual Openings.
3. SOCs with fewer than 50 annual openings were excluded. This leaves 296 occupations.
4. For the purpose of matching to training programs, occupations that do not require formal training<sup>1</sup> are removed. This leaves 227 occupations.



#### Aligning the in-demand occupations to the programs eligible for LAUNCH

The final list of in-demand occupations is mapped to the list of programs offered by Idaho institutions and training providers using the 2020 CIP to SOC Crosswalk (CIP = Classification of Instructional Programs):

*The CIP SOC Crosswalk is a joint effort by the Bureau of Labor Statistics and the National Center for Education Statistics and matches 6-digit CIP Codes from the 2020 Classification of Instructional Programs*

(CIP) with 6-digit detailed descriptions from the 2018 Standard Occupational Classification (SOC). The purpose of the crosswalk is to match postsecondary programs of study that provide graduates with specific skills and knowledge to occupations requiring those skills or knowledge to be successful.

<https://nces.ed.gov/ipeds/cipcode/post3.aspx?y=56>

The Workforce Development Council applies the following methodology:

1. The In-Demand Occupation list is adapted for 24 SOC codes where the Idaho Department of Labor is using a 2010 SOC code. This addresses a few occupations where Idaho's data isn't sufficient to analyze occupations that have been "split" into smaller groupings at the federal level. One example is the 2010 SOC of 29-2040 for Emergency Medical Technicians and Paramedics. The 2018 SOC updates this to 29-2042 Emergency Medical Technicians and 29-2043 Paramedics.
2. Program CIP Codes are collected from institutions. Smaller workforce training providers (who do not have familiarity with CIP codes) are assigned a CIP code by WDC staff.
3. WDC staff "standardize" the following programs to the associated CIP. This addresses many healthcare and science programs that prepare individuals either for ongoing postsecondary education or employment at a "technician" level. It also ensures that programs that would be available for legal careers are limited only to those that are direct pathways:

CIP	Program	CIP	Program
26.0101	Pre- Medicine	51.0203	Pre-Speech Pathologist
26.0101	Pre-Nursing	51.0204	Pre-Audiologist
26.0101	Pre-Dental	51.2308	Pre-Physical Therapist
26.0101	Pre-Occupational Therapist	51.1701	Pre-Optometry
26.0101	Pre-Pharmacy	51.0999	Pre-Medical Technology
26.0701	Pre-Vet	15.0000	Pre-Engineering
51.1501	Pre-Counseling	03.0501/0510/ 0511/0599	Pre-Forestry (CIP depends on specialty area)
51.0101	Pre-Chiropractic		
51.0602	Pre-Dental Hygiene	03.0301	Pre-Fisheries
51.3101	Pre-Dietetics or Nutrition	43.0107	Law Enforcement
26.0908	Pre-Kinesiology	43.0104	Pre-Law

4. To address broad program offerings being aligned to teaching occupations (i.e. general degrees in history, languages, and other majors that don't result in a teaching certificate), all CIP codes that do not directly link to a teaching certificate are removed from the CIP to SOC crosswalk.
5. WDC Staff are continuing to refine and align the CIP codes provided by institutions and will be assigning a LAUNCH CIP code for use in 2024. When institutions do not use consistent CIP codes for the same program (ex. accounting), it causes discrepancies in the tools being used to guide students towards in-demand careers. The Career Cards on Next Steps Idaho show all the available in-demand careers; however, the match to available programs was not complete due to these inconsistencies. For the current application cycle, this had to be addressed by posting a



static list of programs on the Department of Labor's website in conjunction with the list of in-demand careers.

<sup>1</sup> The Bureau of Labor Statistics assigns a "Typical Education Requirement" to each SOC. In a few instances, the CIP to SOC Crosswalk disagrees, as training is available for that occupation. The WDC considers both sources in determining which occupations require formal training.