

**INTERIM GUIDANCE CHART  
CLASSROOM BASED TRAINING AND WORK BASED LEARNING OPTIONS FOR WIOA TITLE I ADULT,  
DISLOCATED WORKER AND YOUTH PROGRAMS**

The following chart provides an at-a-glance summary of classroom based training and work based learning services that WIOA program funds can pay for. These service strategies may also be utilized as part of regional and local sector partnership and career pathways initiatives. More in-depth guidance for each service will be provided in upcoming individual policy guidance letters available at [www.colorado.gov/cdle/pgl](http://www.colorado.gov/cdle/pgl)

Option	Applies To:	Description	Action Items	Local Policy Required
<b>Classroom Based Training</b>				
Individual Training Accounts (ITAs) and the Eligible Training Provider List (ETPL)	Adults, Dislocated Workers, and Out-of-School Youth 18 or older	<ul style="list-style-type: none"> <li>• One-Stop Center sets aside funds for participants to pay training providers for tuition, books, and fees</li> <li>• Programs must be selected from Eligible Training Provider List and lead to an occupation in demand in the labor market</li> <li>• ITAs may be used for apprenticeship programs on the ETPL</li> <li>• Use of ITAs for youth is optional</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy will set caps on the amount of funds that can be used for each ITA, and other guidelines such as time limits, etc. detailed in PGL <a href="#">WIOA-2015-09</a></li> </ul>	Yes
Training Contracts	Adults, Dislocated Workers, and Youth	<ul style="list-style-type: none"> <li>• One-Stop Center may contract in lieu of an ITA in certain circumstances, when it:               <ul style="list-style-type: none"> <li>○ Determines the need to contract with a training organization to provide classes for multiple participants in in-demand sectors; or</li> <li>○ Determines there are insufficient training provider options on the ETPL; or</li> <li>○ Identifies nonprofit or community-based training providers qualified to serve individuals with barriers to employment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local policy will set criteria for electing to use funds for training contracts, plus contractor qualifications and how contracts will be monitored</li> <li>• Additional guidance is detailed in PGL <a href="#">WIOA-2015-09</a></li> </ul>	Yes
Customized Training	Adults, Dislocated Workers, and Youth	<ul style="list-style-type: none"> <li>• One-Stop Center enters into a contract with a training organization to develop and deliver training to meet the needs of one or more businesses</li> <li>• Businesses commit to hiring participants who successfully complete the training</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy will identify how employers can qualify for the program, set the employer match requirement for employers to receive customized training services, plus how contracts will be monitored</li> </ul>	Yes

Option	Applies To:	Description	Action Items	Local Policy Required
<b>Classroom Based Training</b>				
Pre-Apprenticeship	Adults, Dislocated Workers, and Youth	<ul style="list-style-type: none"> <li>• One-Stop Center identifies an apprenticeship as the most appropriate training option for a participant, but remedial classes are needed for the participant to qualify for the apprenticeship</li> <li>• Can use an ITA, a training contract, or both</li> <li>• A pre-apprenticeship program funded with an ITA must have at least one registered apprenticeship partner</li> <li>• Pre-apprenticeship is also a type of work experience in the Youth program elements.</li> </ul>	<ul style="list-style-type: none"> <li>• Local area will identify (in policy or procedures) what criteria will be used to determine that a pre-apprenticeship is appropriate for a participant.</li> </ul>	No
Entrepreneurial Training	Adults, Dislocated Workers, and Youth	<ul style="list-style-type: none"> <li>• One-Stop Center determines that such training is the most appropriate training option for a participant</li> <li>• May take the form of an ITA or training contract</li> <li>• Entrepreneurial skills training is also one of the new Youth program elements.</li> </ul>	<ul style="list-style-type: none"> <li>• Local area will identify (in policy or procedures) what criteria will be used to determine that entrepreneurial training is appropriate for a participant.</li> </ul>	No
<b>Work Based Learning</b>				
Apprenticeships	Adults, Dislocated Workers, and Youth 18 or older	<ul style="list-style-type: none"> <li>• Participants are employed and may participate in an ITA, an OJT, or a combination of the two; or incumbent worker or customized training</li> <li>• Apprenticeships can be union or non-union, registered or not registered with the US Department of Labor</li> <li>• Apprenticeship programs must be on the ETPL to use an ITA for classroom training</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy will identify any limits on the amount of funds or length of time for apprenticeship support, plus other guidelines</li> </ul>	Yes

Option	Applies To:	Description	Action Items	Local Policy Required
<b>Work Based Learning</b>				
Incumbent Worker Training (IWT)	Adults and Dislocated Workers	<ul style="list-style-type: none"> <li>• AD and DW participants must be: under-employed and need training to increase their income; employed and need training to increase skills to be promoted; <u>or</u> may need training to avoid a layoff</li> <li>• Businesses must provide cash/ in-kind match based on their # of employees</li> <li>• A contract between the business and the One-Stop Center is initiated</li> <li>• May include an ITA for classroom training</li> <li>• No more than 20% of Adult and 20% of DW funds may be used for IWT</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy will identify how employers will qualify for the program, the sliding scale for the WIOA contributions, the employer match, and limits on funding and length of time, plus how contracts will be monitored and other guidelines</li> <li>• The policy will allow the local board to identify the percentage of Adult and DW funds to be used for IWT up to the 20% limit</li> </ul>	Yes
On-the-Job Training	Adults, Dislocated Workers, and youth 18 or older	<ul style="list-style-type: none"> <li>• Business hires the participant and provides training per an OJT contract and plan of training</li> <li>• Business commits to retaining participants who successfully complete the training</li> <li>• If classroom training is needed from a provider other than the employer, an ITA with an ETPL provider may also be used</li> <li>• WIOA allows reimbursement up to 50% of training costs, but a local board may increase reimbursement to 75%</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy must consider the characteristics of participants targeted for OJTs; the size of the employer when setting reimbursement rates; how employers will be evaluated for an OJT contract, including the quality of the training provided; limits on funding and length of time for each OJT, and the monitoring of the OJT contracts</li> <li>• Local board may establish a policy increasing the reimbursement to 75%</li> </ul>	Yes
Work Experiences	Adults, Dislocated Workers, and Youth	<ul style="list-style-type: none"> <li>• This is an umbrella category for Youth that includes paid and unpaid internships, job shadowing, OJTs, and summer employment opportunities that are coupled with academic and occupational learning</li> <li>• The purpose of work experiences for Adults, Dislocated Workers, and Youth is exposure to occupational and workplace requirements rather than specific job training</li> <li>• If paid, participants are placed on the payroll of the One-Stop organization or a contracted payroll service</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy will identify salary and time limits, selection of worksites, and how worksites will be monitored</li> </ul>	Yes

Option	Applies To:	Description	Action Items	Local Policy Required
<b>Work Based Learning</b>				
Transitional Jobs	Adults and Dislocated Workers	<ul style="list-style-type: none"> <li>• Participants must be individuals with barriers to employment who are chronically unemployed, long term unemployed, or have an inconsistent work history</li> <li>• Business agrees to hire a participant for a limited period of time to provide work experience under a 100% reimbursement contract. No commitment to hire permanently is required.</li> <li>• Transitional jobs are coupled with individualized career services and supportive services</li> <li>• No more than 10% of Adult and 10% of Dislocated Worker funds may be used for transitional jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy will identify how employers will qualify for the program, limits on funding and length of time, what supportive services are included, plus how contracts will be monitored and other guidelines</li> <li>• The policy will allow the local board to identify the percentage of Adult and DW funds to be used for Transitional Jobs up to the 10% limit</li> </ul>	Yes