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OAHU WORKFORCE DEVELOPMENT BOARD
WORKFORCE INNOVATION AND OPPORTUNITY ACT
POLICY # 2-20

SUBJECT: APPROVAL AND ASSESSMENT OF ELIGIBLE TRAINING PROVIDER (ETP) AND CAREER SERVICES PROVIDER (CSP) ONLINE COURSES AND PROGRAMS

PURPOSE:

The purpose of this policy is to provide the Oahu Workforce Development Board's requirements for the approval and assessment of online courses and programs for the City and County of Honolulu's WIOA-funded Eligible Training Provider List (ETPL) and Career Services Provider List (CSPL).

REFERENCES:

WIOA Section 122

Title 20 Part 680 Code of Federal Regulations

National Standards for Quality Online Learning. *National Standards for Quality Online Programs*. Edited by The Virtual Learning Leadership Alliance and Quality Matters, 2009

National Standards for Quality Online Learning. *National Standards for Quality Online Courses, Third Edition*. Edited by The Virtual Learning Leadership Alliance and Quality Matters, 2019

National Standards for Quality Online Learning. *National Standards for Quality Online Teaching, Third Edition*. Edited by The Virtual Learning Leadership Alliance and Quality Matters, 2019

BACKGROUND:

The City and County of Honolulu has the most extensive ETPL and CSPL in the State of Hawaii, both of which are utilized frequently as educational and training resources for job seekers at the American Job Center Hawaii (AJCH).

The Covid-19 pandemic has necessitated a shift to online learning. This shift continues to bring significant attention to the importance of developing high-quality online programs and pedagogy as well as increasing access to high-quality online education and job training.

To uphold WIOA standards and ensure high-quality training for jobseekers, OWDB therefore establishes this policy and the following procedures to specifically address the approval and assessment of online courses and programs for the ETPL and CSPL.

OWDB adds a requirement to the ETP and CSP application to more clearly differentiate between online and in-person courses and programs via Part II, Column B. OWDB adopts the standards set forth by the National Standards for Quality Online Learning (NSQOL) for online instructional materials and course delivery for new and existing ETPs and CSPs. OWDB establishes procedures on the collection of online instructional materials for ETP and CSP approval and assessment.

POLICY:

A. ETP and CSP Application – New and Existing ETPs and CSPs:
   I. OWDB establishes that all new and existing ETPs and CSPs must clearly identify online courses and programs in Part II, Column B of the ETP application and list them separately from in-person courses and programs. Example: "Welding Technology, Certificate (Online)" in addition to "Welding Technology, Certificate (In-Person)."

B. ETP and CSP Application – Existing ETPs and CSPs Only:
   I. To support the AJCH's timely response to ongoing jobseeker needs and inquiries, all existing ETPs and CSPs must update Part II of their ETP and/or CSP applications to address the requirements listed in section A and to remove any courses and programs not currently being offered as a result of the pandemic.
   II. All existing ETPs and CSPs must electronically send the updated Part II of their ETP and/or CSP applications to OWDB within 10 business days following OWDB's request by phone or email.
   III. If a response is not provided within this timeframe, OWDB reserves the right to remove the ETP or CSP from the local area ETPL and/or CSPL.

C. OWDB Approval of Online Courses and Programs for ETPL and CSPL:
   I. All ETPs and CSPs that have moved or are in the process of moving in-person instruction to online delivery due to the pandemic must follow the requirements set forth by the NSQOL via its three publications: National Standards for Quality Online Programs, National Standards for Quality Online Courses, third edition, and National Standards for Quality Online Teaching, third edition.
   II. OWDB may request electronic copies of online instructional materials including, but not limited to, syllabuses, rubrics, and student survey templates during the ETP and CSP application approval process.
   III. OWDB reserves the right to disqualify the applications of new and existing ETPs and CSPs for failing or refusing to meet NSQOL standards.

D. OWDB Assessment of Online Courses and Programs for ETPL and CSPL:
   I. To assess for quality and efficacy of the online programs on the ETPL and CSPL and ensure that WIOA performance requirements are met, OWDB may evaluate ETPs and CSPs using NSQOL standards using the publications linked in section C.I at any time.
   II. Likewise, OWDB reserves the right to request copies of online instructional materials such as those listed in section C.II from new and existing ETPs and CSPs at any time.

PROCEDURES FOR ETPs and CSPs:

1. New and existing ETPs and CSPs must update Part II of the ETP and/or CSP application according to the guidelines provided in policy section A.

2. Existing ETPs and CSPs must update Part II of the ETP and/or CSP application according to both the guidelines and timeframe provided in policy section B.

3. ETPs and CSPs that have moved or are in the process of moving their in-person curriculums to online delivery as a result of the pandemic must ensure that all online instructional materials align with the standards set forth by NSQOL and its three publications linked in policy section C.

4. ETPs and CSPs must be prepared to share electronic copies of online instructional materials during the ETP and CSP application approval process per policy section C, as well as for the purposes of WIOA performance monitoring per policy section D.

ACTION:

This policy shall remain in effect until such time that amendments to this policy are made or a new policy is issued.

INQUIRIES:

Inquiries regarding this bulletin may be directed to Lyn Uratani by phone at 808-768-7790 or via email at OahuWDB@honolulu.gov.

ALISON P.M. LUM
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