



# CSHP Workforce Solutions Committee

Date: May 2, 2025 at 1:00 PM

Location: 4350 W Cypress Street, Suite 875 , FL 33607 / Zoom

**Zoom Information** [Zoom Link](#)

**Meeting ID: 817 0399 9031**

**Passcode: 785130**

**Dial in number: 1.305.224.1968**

## Table of Contents

### I. Call to order, Welcome and Roll Call

### II. Public Comments

Members of the public may raise their virtual hand during the Public Comment portion of the meeting. Members of the public who do so will be acknowledged by the Chair and provided up to three minutes to make public comment.

### III. Action / Discussion Items

- A. Approval of the Minutes - March 13, 2025.....2**
- B. Eligible Training Provider List Policy.....6**
- C. Approval of New Training Providers and New Programs.....20**
- D. Related Party Contract and New Training Program.....23**
- E. Training Provider Scorecard.....30**

### IV. Information Items

- A. WIOA Primary Indicators of Performance: PY 2425 Q2.....38**
- B. REACH Performance Review: PY 2425 Q2.....45**

### V. Adjournment

- A. Next Workforce Performance Meeting - TBD**



# CareerSource Hillsborough Pinellas Workforce Solutions Committee Minutes

CareerSource Hillsborough Pinellas

3/13/2025 10:00 AM EDT

@ 9215 North Florida Avenue Tampa, FL / Zoom

## **Committee Members Present**

Warren Brooks, Brian Nathan (remote), Benjamin Friedman (remote), Elizabeth Gutierrez (remote), Mark Hunt (remote), Nikisha Lezama (remote), Dr. Brian Mann (remote), Esther Matthews (remote), April Neumann (remote), Jeremy Robinson (remote), Elizabeth Siplin (remote), Kenneth Williams (remote), Ocea Wynn (remote), Mercedes Young

## **Absent:**

Members: Michael Jalazo

## **Others Present:**

CareerSource Hillsborough Pinellas Staff: Saleema Bennett, Rich Beynon (remote), Kiani Bowman, Jay Burkey (remote), Melissa Carroll, Sheila Doyle (remote), Jason Druding, Leondra Foster, Chad Kunerth, Keidrian Kunkel, Michelle Moeller (remote), Lysandra Montijo (remote), Maritza Morales (remote), Anna Munro, Brandon Pham, Mario Rodriguez (remote), Michelle Schultz (remote), Tammy Stahlgren, Doug Tobin (remote), April Torregiante, Michelle Zieziula

Others: Paul Casebolt -EDSI, Jonathan Wolf - Hillsborough County Government (remote)

### I. Call to order, Welcome and Roll Call (Presenters: Warren Brooks)

Scott Brooks, Chair called the meeting to order at 10:00 a.m. There was a quorum present.

### II. Public Comments (Presenters: Warren Brooks)

There were no Public Comments

### III. Action / Discussion Items

#### A. Approval of CSHP Policies

1. Supportive Services Policy
2. Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL) Policy
3. Limited English Proficient Services Policy

**Motion:**

To approve Supportive Services, Targeted Occupations List (TOL) and Regional Targeted Occupations List (RTOL), Limited English Proficient Services policies

Motion moved by Mark Hunt and motion seconded by Brian Nathan.  
Motion carried.

**B. Related Party Contract and Programs (Presenters: Anna Munro & Melissa Carroll)**

Dr. Rebecca Sarlo has been identified as having a conflict of interest and was notified prior to the meeting.

Dr. Rebecca Sarlo was not present at the meeting.

Necessary related forms have been completed - Form 8B and Exhibits C & D

**Motion:**

To approve approve Evara Health Institute as a Training Provider and the addition of the new training programs for a total not to exceed of \$120,000 for the period 3/20/2025 to 6/30/2026.

Motion moved by April Neumann and motion seconded by Mark Hunt. Motion carried.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME Sarlo - Rebecca	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Steet Suite 850 Hillsborough	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A LINE OF:
CITY Tampa, Florida 33607	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION Hillsborough and Pinellas County
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

**WHO MUST FILE FORM 8B**

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

**INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES**

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

**ELECTED OFFICERS:**  
In addition to abstaining from voting in the situations described above, you must disclose the conflict:  
 - **PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and  
 - **WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

**APPOINTED OFFICERS:**  
Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.  
**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**  
 - You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Rebecca Sarlo, hereby disclose that on 3/13, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- inured to the special gain or loss of Evara Health Institute , by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

**Related party contract votes for Individual Training Accounts with Evara Health Institute.**

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/6/2025

Date Filed

Rebecca Sarlo, Ph.D.  
Signature

**NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.**

**EXHIBIT C  
CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, Gary Hartfield, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: Evara Health Institute and CareerSource Hillsborough Pinellas  
 Contractor Name & Address: Evara Health Institute, 14100 58th Street N. Clearwater FL 33760  
 Contractor Contact Phone Number: 727-824-8181  
 Contract Number or Other Identifying Information, if any: N/A  
 Contract Term: 3/20/2025 - 6/30/2026  
 Value of the Contract with no extensions or renewals exercised: \$120,000  
 Value of the Contract with all extensions and renewals exercised: N/A  
 Description of goods and/or services to be provided under the Contract: Training programs  
 Method of procurement for the contracted goods and/or services, if applicable: The institution is an approved training provider via FloridaCommerce  
 Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Dr. Rebecca Sarlo

The nature of the conflicting interest in the contract: Employee of Organization

The board member or employee with the conflict of interest  did  did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract. If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.

I further attest that the following is being provided with this form:  
 a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.  
 b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.  
 c. A draft copy of the related party contract and amendments, as applicable.  
 d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.  
 e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Signature of Board Chairperson / Vice Chairperson\* Gary Hartfield  
 Print Name  
 Date

**EXHIBIT D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, Dr. Rebecca Sarlo, a board member an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe) \_\_\_\_\_

(circle one or more) could benefit financially from the contract described below:  
 Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 2B

Contractor Name & Address: Evara Health - 14100 58th Street North, Clearwater FL 33760

Contractor Contact Phone Number: (227) 824-8181

Description of Nature of Contract: Paid Work Experience (PWE)

Description of Financial Benefit\*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

- have no relative who is a member of the board or an employee of the board, OR
- have a relative who is a member of the board or an employee of the board, whose name is \_\_\_\_\_

The contractor's principals\*\*/owners\*\*\*  is  is not (check one) a member of the board. If applicable, the principal/owner's name is: Dr. Rebecca Sarlo

Rebecca Sarlo  
Signature of Board Member/Employee

Dr. Rebecca Sarlo  
Print Name

3/13/2025  
Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.  
 \*\* "Principal" means an owner or high-level management employee with decision-making authority.  
 \*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

- C. Approval of New Training Providers and New Programs (Presenters: Anna Munro & Melissa Carroll)

**Motion:**

to approve Florida Truckers Institute, My IT Future – Orlando Campus, and National Louis University’s new training provider application to include their respective training programs

Motion moved by Brian Nathan and motion seconded by Elizabeth Gutierrez. Roll call vote conducted, seven (7) yes, and six (6) no. Motion carried

- D. Approval of New Training Programs (Presenters: Anna Munro & Melissa Carroll)

**Motion:**

to approve Access Computer Training’s application for the specified new training programs on CSHP’s ETPL.

Motion moved by Esther Matthews and motion seconded by April Neumann. Roll call vote conducted, seven (6) yes, and six (7) no. Motion failed.

IV. Information Items

- A. Training Program Outcome Report (Presenters: Chad Kunerth)

We have an 81% completion rate with 841 total completions and 682 successful completions. With regards to the replacement rate, that's 567 deployments, Yields a percentage of 67.42%. Additionally, Florida Commerce plans to start enforcing performance standards, which may lead to the removal of underperforming programs. The timeframe of implementation is unknown.

- B. WIOA Primary Indicators of Performance: PY 24/25 (Presenters: Chad Kunerth)

These numbers are from last program year. We are waiting for the new numbers to come out.

- C. Reach Metric Review PY23-24 (Presenters: Chad Kunerth)

We have not received Reach letter grades in this program.

V. Adjournment

The meeting adjourned at 10:40 a.m. Minutes prepared by Tammy Stahlgren, Executive Administrative Assistant.

- A. Next Workforce Performance Meeting - TBD



## Action Item

# Approval of CSHP Eligible Training Provider List (ETPL) Policy

### Information

This policy establishes formal guidance to CareerSource Hillsborough Pinellas (CSHP) staff and providers of training services regarding the Eligible Training Provider List (ETPL) requirements, including related federal, state and local requirements, performance standards, data reporting, and procedures for determining initial and continued eligibility of training providers and programs.

This policy also defines the Local ETPL criteria, which are in addition to the state and federal required criteria for Initial Eligibility and Continuing Eligibility training providers (page 6).

Policy No.	Title	Description
P-04-V16	Eligible Training Provider List	This policy provides guidance to CareerSource Hillsborough Pinellas (CSHP) staff and providers of training services regarding the Eligible Training Provider List (ETPL) requirements.

### Action

CareerSource Hillsborough Pinellas staff recommend approval of the Eligible Training Provider List (ETPL) Policy.



Policy No.:	<b>P-04-V16</b>
Policy Title:	<b>Eligible Training Provider List</b>

Issue Date:	9/1/2013
Revision Date(s):	6/2017; 2/2019; 8/29/2019; 1/22/2020; 5/21/2020; 1/8/2021; 2/27/2021; 4/10/2021; 1/13/2021; 2/25/2022; 11/4/2022; 6/29/2023; 7/6/2023; 7/28/2023; <b>Upon approval by the CSHP Board of Directors</b>
Program Area:	WIOA; WT
Subject:	Eligible Training Providers
Purpose:	This policy provides guidance to CareerSource Hillsborough Pinellas (CSHP) staff and providers of training services regarding the Eligible Training Provider List (ETPL) requirements.
Distribution:	CSHP Staff
Contact:	CEO, Vice President of Program Services, or their designee

## Purpose

This policy provides guidance to CareerSource Hillsborough Pinellas (CSHP) staff and providers of training services regarding the Eligible Training Provider List (ETPL) requirements, including related federal, state and local requirements, performance standards, data reporting, and procedures for determining initial and continued eligibility of training providers and programs.

## Background

Workforce Innovation and Opportunity Act (WIOA) Title I training can be provided through a variety of contract mechanisms, or it may be funded through an Individual Training Account (ITA) that is used to purchase training from an Eligible Training Provider (ETP). ETPs are postsecondary providers of training services that are eligible to receive funds from local workforce development boards (LWDBs) as prescribed in Section 133(b) of WIOA.

The ETPL is mandated by Section 122 of WIOA, which requires the Governor, through the state workforce development board, CareerSource Florida, Inc., to establish criteria, information requirements, and procedures on the eligibility of training providers of training services in the state. Additionally, Florida's 2021 Reimagining Education and Career Help (REACH) Act charges the Florida Department of Commerce (FloridaCommerce) with establishing ETP criteria focused on participant outcomes. LWDBs may establish additional criteria for their region.

The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of training providers and programs of study are vital to achieving these core principles.

# Policy

## State and Local ETPL

FloridaCommerce and the LWDBs work together to identify ETPs to be included in the state ETPL. LWDBs must select approved training providers from the state ETPL. In addition to the criteria outlined in the state policy, LWDBs may add additional requirements for training providers, except registered apprenticeship programs (RAPs), that supplement the criteria and information requirements for an ETP or program of study. This will result in training providers that are on the state ETPL that may not be eligible for inclusion on the local ETPL; therefore, the local ETPL will be a subset of the state ETPL. LWDBs that do not establish additional requirements through local policy must include all state ETPs on its local ETPL.

State and local ETPLs must be maintained in the state's online labor exchange and case management system, Employ Florida. Also, LWDBs must make the state ETPL or their local ETPL, as appropriate, publicly available through their local websites.

The CSHP Board of Directors is responsible for monitoring training providers of occupational skills training services and related training programs for the region's targeted occupations. A process for application, contracting, and maintaining a list of training providers is outlined below and is consistent with CareerSource Florida Administrative Policy Number 90, WIOA Eligible Training Provider List.

**Local ETPL:** Applications for new training providers and program additions for an approved training provider are only accepted during the first quarter of the program year, July through September.

For training providers and programs that are subject to the additional criteria of CSHP:

1. The Board reserves the right to withhold approval of any program applications based on reported completion and outcome rates, ongoing performance outcomes and other local criteria.
2. The Board reserves the right to allow the CEO or designee the right to suspend enrollment and/or terminate any relationship with an approved training institution based on failure to comply with the terms and conditions of this policy and/or Training Provider agreement. This information will be presented to the Workforce Performance Committee and then to the Board of Directors for final determination and action.



## Provider and Program Eligibility Under WIOA

To be eligible to apply for inclusion on the ETPL and to receive training funds under WIOA Section 133(b), the training provider must be one of the following types of entities detailed in 20 CFR 680.410(d):

1. Institutions of higher education such as universities, colleges, or other public or private institutions of higher education providing programs that lead to a recognized postsecondary credential.
2. RAPs.
3. Other public or private training providers, which may include community-based organizations and joint labor-management organizations.
4. Eligible providers of adult education and literacy activities under WIOA Title II, if these activities are provided in combination with training services as described in 20 CFR 680.350.

An ITA may be used to pay for any allowable type of training if the program of training services (also referred to as a “program of study”) is on the ETPL. ETPs are entities that are eligible to receive WIOA Title I-B funds for adult and dislocated worker participants who enroll in training programs, through ITAs. ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18-24, and in-school youth, ages 16-21.

Additionally, LWDBs may be included on the ETPL if they meet the conditions of WIOA Section 107(g)(1) and the CareerSource Florida Administrative Policy 90.

## Registered Apprenticeship Programs

In accordance with the National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), entities that carry out RAPs are exempt from the initial and continued eligibility requirements of this policy. RAPs must be included and maintained on the ETPL until:

1. The RAP notifies FloridaCommerce it no longer wants to be included on the list;
2. The program becomes deregistered under the National Apprenticeship Act;
3. The program is determined to have intentionally supplied inaccurate information; or
4. A determination is made by FloridaCommerce that the RAP substantially violated any provision of Title I of WIOA or the WIOA regulations, including 29 CFR part 38.

A RAP is an ETP if it is registered with DOE, Office of Apprenticeship (OA), or any other state’s State Apprenticeship Agency (SAA). Although they are automatically eligible for ETPL inclusion, RAP sponsors seeking to have their apprenticeship programs listed on the ETPL must still “opt-in” by informing the State ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov).

As RAPs are exempt from all initial and continued eligibility requirements, the LWDBs may not impose additional criteria or information requirements for RAP sponsors except as outlined in Training and Employment Guidance Letter Nos. 08-19 and 08-19, Change 1, and TEGP No. 13-16, Change 1.

## Initial Eligibility

### Training Providers

Initial eligibility for the ETPL applies to all training providers except RAPs registered with the Florida Department of Education (DOE). The training provider must supply verifiable, program-specific performance information pursuant to the criteria established by federal regulations and state statutes under which the provider applies to become an ETP. The information provided must support the training provider's ability to serve participants.

To meet initial eligibility to be included on the ETPL, a training provider must provide the required information for the application as specified by CareerSource Florida and submit through the ETPL portal in Employ Florida.

Training providers seeking an initial eligibility determination in Hillsborough and/or Pinellas County should contact CSHP to provide the training provider with guidance and assistance with the ETPL application process and requirements, as needed. The State ETPL Coordinator will approve or deny the application and notify the training provider of the determination. If approved, the ETP will be added to the state ETPL. Alternatively, training providers may directly contact the State ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov) to request an initial eligibility determination. The State ETPL Coordinator will follow the process for determining eligibility and provide notification to the training provider for approval or denial of the initial eligibility request. Training providers and the programs of study that are approved will receive initial eligibility for one year and will be subject to the continued eligibility requirements subsequent to their initial eligibility period.

### Programs of Study

A training provider's request for an initial eligibility determination must be accompanied by a request for initial eligibility determination for at least one program of study. A training provider may request initial eligibility determinations for multiple programs of study, but each program of study is reviewed independently. When an ETP with continued eligibility for one or more programs of study requests that a new program of study be added to the ETPL, the new program of study will undergo an initial eligibility determination and may be approved or denied.

Training providers seeking initial eligibility for a program of study in Hillsborough and/or Pinellas County should contact CSHP to provide the training provider with guidance and assistance with the ETPL application process and requirements, as needed.

The State ETPL Coordinator will approve or deny the program application and notify the training provider of the determination(s). Alternatively, training providers may directly contact the State ETPL Coordinator at [ETPL@commerce.fl.gov](mailto:ETPL@commerce.fl.gov) to request an initial eligibility determination for one or more programs of study. The State ETPL Coordinator will follow the process for determining eligibility and providing notification to the training provider for approval or denial of the initial eligibility request.

### Continued/Subsequent Eligibility

After a training provider has completed the one-year initial eligibility period, the training provider is required to apply for continued eligibility and recertify their program(s) of study every two years to maintain their eligibility for the ETPL. This process requires submission of performance and cost information for each program of study listed on the state ETPL. Applications for continued eligibility must be submitted three months prior to the end of their current eligibility period through the ETPL Portal.

### Out of Local Area and Out of State Providers

State policies and procedures may provide for reciprocal or other agreements established with another state to permit the use of ITAs for ETPs in another state. As such, participants may choose ETPs and programs of study located outside of the state or local area if the program is on the state's ETPL and in accordance with state and local area policies. Out-of-local area and out-of-state training providers must request an initial eligibility determination for each program of study to be included on the state ETPL.

### State-Level Performance Criteria

As required by Section 445.003(7)(b), F.S., FloridaCommerce must establish the minimum criteria a training provider must achieve for completion, earnings, and employment rates of eligible participants. Once criteria are established, training providers will be required to meet at least two of the minimum criteria for subsequent eligibility.

Like the RAP exemption from the eligibility requirements, RAPs also are exempt from ETP performance reporting requirements in WIOA Sections 116(d)(4) and 122, including any additional ETP reporting requirements that have been added by the state or local area.

### Local-Level Performance Criteria

To maintain continued eligibility, training providers and their programs must meet the performance requirements set forth by CSHP.

### Denial, Deactivation, Removal, or Loss of Provider or Program Eligibility

There are circumstances under which training providers may be denied, deactivated, removed, or lose their eligibility for inclusion on the state ETPL, as outlined in CSF Policy 90. Prior to approving an ITA for a WIOA-eligible individual, CSHP must ensure that training providers and program of study are, or continue to be, included on the ETPL at the time the participant is enrolled in the program of study.

Providers should refer to the above-referenced CSF policy for this criteria and process.

### Additional Eligibility Information and Criteria

Pursuant to section 122(b)(3), WIOA, CSHP, through local policy, may establish additional criteria and required information for program eligibility within its local area. This may include setting required levels of performance as criteria for training providers (and their programs) to become or remain eligible to provide training services programs in LWDB 15. Training providers are advised that the same program(s) approved for some local areas may be denied for other local areas based on local criteria and/or need. Only the training providers and training provider programs approved by CSHP will be listed on the ETPL.

## Local Board ETPL Policy

### Local Criteria

Local criteria, which are in addition to the state and federal required criteria for Initial Eligibility and Continuing Eligibility training providers, include:

1. **Training Cap**
  - a. **ITA** - Training customers may receive training assistance under ITA services up to a lifetime cap per individual as established by CSHP.
  - b. **OJT or Work-Based Training** – The lifetime cap per participant as established by CSHP.
  - c. **ITA + Work-Based Training (Combined Cap)** – The lifetime cap per participant as established by CSHP.
2. **Initial Enrollment Cap**
  - a. Enrollments are limited to a maximum of 12 until performance is established, with the ability of the CEO to approve up to 30, with appropriate justification.
3. **Revenues**
  - a. No more than 49 percent of the training providers' revenues as a whole was received from CSHP during the contract term. The training provider's compliance will be evidenced by:
    - i. By December 31st and to final year-end, June 30th, documentation supporting revenue threshold has been met and attestation of compliance with 49 percent revenue criteria or a written letter from a licensed Certified Public Accountant (CPA) firm stating that at the conclusion of the contract term June 30th, no more than 49 percent of the training provider's revenue as a whole was received from CSHP during the contract term.
4. **Training Provider or Program Removal:** Programs and/or approved training providers will be removed from the local ETPL when:
  - a. A training provider and/or training program is removed from the state ETPL list.
  - b. A training provider and/or training fails to meet the locally established criteria listed above, as applicable.
  - c. A training provider and/or training program fails to meet accreditation, licensure, and/or required levels of performance.
  - d. A training provider fails to provide student performance data to FETPIP and/or CIE as required.
  - e. A training provider is determined to have supplied inaccurate information or to have violated any provision of WIOA. A provider whose eligibility is terminated under these conditions may be liable to repay all WIOA adult, dislocated worker and youth training funds received during the period of noncompliance.
  - f. A training provider does not respond to CSHP's request for renewal application.

### Notification

The method for public notification of the local approval process for the approval of eligible training providers is to post the Eligible Training Provider application and approval process on the website at [Training Provider - CareerSource Hillsborough Pinellas](#).

## Exceptions to the ETPL Policy Requirements

There are exceptions to the required use of the ETPL for ITA-funded training. In situations covered by these exceptions, a contract for services may be used to provide training instead of the ETPL.

### 1. Work-Based Training

WIOA supports training and work experience for job seekers through work-based training, which is coordinated by CSHP through collaboration with local employers. These activities, like OJT, Customized Training, and IWT do not require inclusion on the ETPL, in accordance with 20 CFR 680.530. Please see [CareerSource Florida Administrative Policy 100](#) for additional information on work-based training.

On-the-job (OJT) training, customized training, incumbent worker training, internships, paid or unpaid work experience and transitional employment are not included in the ETPL and therefore are not subject to the eligibility requirements. CSHP will identify the criteria for selecting such contractors in local policy in the Local Plan, and any performance information required by the State will be specified in the specific policies for those types of training.

### 2. Training Contracts

A program of study may be provided through training contracts instead of ITAs when there is not sufficient availability of eligible training providers in the local area to accomplish the purpose of an ITA. These contracts may be used for cohort training, per TEGL 21-22, Attachment 1, or in one of the other situations prescribed in 20 CFR 680.320. Because training contracts do not use ITAs, the training provider is not required to be included on the state or local ETPL. The LWDB must have written procedures in place that describe how such a determination is made and the process for contracting with the training provider(s).

### 3. Non-WIOA

The ETPL is a requirement of WIOA and only applies to programs that are supported by WIOA funding. Providers of training services that do not intend to seek WIOA funding do not need to request or pursue ETPL inclusion.

## Eligible Training Provider List and Information to Assist Participants in Choosing Providers

### 1. Eligible Training Provider List

The Florida Department of Commerce shall annually prepare on or before January 31 of each year a Florida statewide Eligible Training Provider List from the information received from the Local Boards' selection of ETPs. The ETPL may be updated during the year at Florida Commerce's discretion. To facilitate and assist participants in choosing employment and training activities and in choosing providers of training services programs, CSHP shall ensure there is an appropriate number of ETPs offering program(s) in the Local Area. Each participant shall be given access to accompanying information identifying the recognized postsecondary credential offered by the provider and other appropriate accompanying information as described in section "Information Requirements to Establish Continued Eligibility. The ETPL shall be provided to all the local boards in the state and made available to such participants and to members of the public through the

one-stop delivery system in the state.

## **2. Accompanying Information**

The accompanying information shall include, but is not limited to:

- a. Continued Eligibility section information listed, and Performance Reporting section supplied by such providers, disaggregated by local areas served.
- b. Initial Eligibility section information listed supplied by such providers, disaggregated by local areas served.
- c. Other information as CSHP determines to be appropriate.

## **3. Availability and Limitation**

The ETPL and the accompanying information shall be made available to such participants and to members of the public through the one-stop delivery system. In carrying out the requirements of this subsection, no personally identifiable information regarding a student, including a social security number, student identification number, or other identifier, may be disclosed without the prior written consent of the parent or student in compliance with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).

## **4. Public Opportunity to Comment**

In establishing criteria, information requirements, procedures, and the list of eligible providers, both the State for the state policy/statewide ETP list and CSHP for the LWDB 15 policy/Local Area ETP list shall provide an opportunity for interested members of the public to make recommendations and submit comments regarding such criteria, information requirements, procedures, and list.

## **Enforcement**

### **1. Supplying Inaccurate Information**

Upon a determination that a provider of training services programs, or an individual providing information on behalf of the provider, violated this policy or WIOA by supplying inaccurate information, the eligibility of such provider to receive funds under Chapter 3 shall be terminated for a period of time that is not less than two (2) years and the provider's program shall be removed from the ETPL for the same length of time. The provider may be excused if the supply of inaccurate information was unintentional but the burden of proof of that defense is upon the provider.

### **2. Substantial Violation**

Upon a determination that a provider of training services programs substantially violated a requirement or requirements under this policy or under WIOA, the eligibility of such provider to receive funds under Chapter 3 (as stated in section 122(f)(1)(B), WIOA) for the program involved shall be terminated for a period of not less than two years and the provider's program shall be removed from the ETPL for the same length of time. Substantial Violation may be construed to be one or more egregious violations in a short period of time or numerous minor violations over a longer period.

### **3. Removal**

A training provider or its programs may be removed for failing to comply with this policy,

WIOA, State of Florida and/or CSHP requirements, or when the training program is no longer needed or desired, or for cause. For cause shall include, but not be limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect, incompetence, irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance.

#### **4. Unlawful Remuneration**

An ETP's offer of unlawful remuneration to attract participants shall result in the eligibility of such provider to receive funds under Chapter 3 (as stated in section 122(f)(1)(B), WIOA) for the program involved to be terminated for a period of not less than two years and the provider's program shall be removed from the ETPL for the same length of time.

#### **5. Repayment**

A provider of training services programs whose eligibility is terminated under paragraph (1), (2) or (3) above shall be liable for the repayment of funds received under Chapter 5 of Subtitle B of Title I of the Workforce Investment Act of 1998, as in effect on the day before such date of enactment, or "Chapter 3 of this subtitle" (as stated in section 122(f)(1)(C), WIOA) during a period of violation described in such subparagraph.

#### **6. Continued Eligibility Status may be Removed**

A Continued Eligibility provider of training services programs whose eligibility is terminated under paragraph (1), (2) (3) or (4) above may, at the Florida Department of Commerce's discretion, lose its status as a Continued Eligibility training provider (see section Continued Eligibility) and may be required to reapply as an Initial Eligibility training provider before being allowed to provide services.

#### **7. Construction**

The above subsections Enforcement (1-5) shall be construed to provide remedies and penalties that supplement, but shall not supplant, civil and criminal remedies and penalties specified in other provisions of law.

### **Collection and Dissemination of Information**

#### **ETP Reports to FETPIP and Employ Florida:**

ETPs must report participants' data for each approved program to the Florida Education & Training Placement Information Program (FETPIP) pursuant to section 445.004(9)(e) and Employ Florida (EF) once accommodations have been completed for reporting. Florida law requires that educational and workforce training providers report student/participant performance data for each of their training programs to FETPIP. Florida school districts, community colleges, state colleges and state universities report their data directly to FETPIP. Other institutions that wish to be approved as a WIOA ETP must become licensed with the Commission for Independent Education (CIE), when applicable, which coordinates the gathering and analysis of student performance data with FETPIP. Institutions providing secondary training, education or skills that wish to be approved as a WIOA ETP must maintain regional AdvancED/SACS accreditation as a secondary public or private school district.

## Appeals

For an appeal against any decision made by CSHP, the appellant shall follow the appeals procedure established in the CSHP local plan. For an appeal against any decision made at the state level, the appellant shall follow the procedure established by the FloridaCommerce.

## Performance Reporting

Training providers' performances in respect to the performance accountability measures and other matters for which information is required under section 122(b)(2), WIOA include:

1. Information on the performance of the provider with respect to the following performance accountability measures described in section 116(i)(I-IV), WIOA, for such participants (taking into consideration the characteristics of the population served and relevant economic conditions), and information specifying the percentage of such participants who entered unsubsidized employment in an occupation related to the program, to the extent practicable.
2. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
3. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
4. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
5. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.

**Note:** For the purposes of this clause, program participants who obtain a secondary diploma or its recognized equivalent shall be included in the percentage counted only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

## Definitions

**CareerSource Florida (CSF):** CareerSource Florida is the principal workforce policy organization for the State of Florida. If mentioned in this policy, it is understood that CSF is acting on behalf of the Governor as provided in Section 101(d), WIOA.

**Credential:** A formalized recognition (such as a certificate or certification) of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation., the technical or occupational skills being generally based on standards developed and/or endorsed by employers. A credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder. (A "work readiness" certificate is not included in this definition because it does not document "measurable technical or occupational skills necessary to gain employment or advance within an occupation.")

**Florida Department of Commerce (Florida Commerce):** The Florida Department of Commerce is Florida's state workforce executive agency and is CSF administrative entity for this policy.



When mentioned in this policy, it is understood that Florida Commerce is acting on behalf of the Governor as provided in Section 101(d), WIOA.

**Eligible Training Provider (ETP):** A provider of training services programs who has met the eligibility requirements to receive WIOA Title I Adult and Dislocated Worker funds for providing training services programs to eligible individuals. Eligible training providers may also receive Title I Youth funds through ITAs under certain conditions.

**Participant:** A person who is eligible under, and receiving training services under, Title I-B in an approved program from an approved training provider.

**Program Completer:** A program participant who has met all the requirements of a training program.

**Program of Study:** A course, class, or a structured regimen that provides training leading to one or more of the following:

1. An industry-recognized postsecondary credential, secondary school diploma or its equivalent, or;
2. Employment, or;
3. Measurable skill gains leading to one of the above.

**Recognized Postsecondary Credential:** A formalized recognition consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State or Federal Government, or an associate or baccalaureate degree.

**Targeted Occupation Lists (TOL):** These are the lists, compiled locally as well as statewide, which define demand occupations based on short- and long-term growth forecasts with a focus on occupations requiring high skills and providing high wages. The local TOL is compiled and approved by CSHP in consultation with the Florida Commerce Labor Market Statistics Center, based on data provided by the Labor Market Estimating Conference as well as additional data provided by CSHP. The state list is a compilation of the local TOLS from all the Local Workforce Development Boards. Unless excepted, training services programs for adults and dislocated workers must be directly linked to demand occupations on the local and/or state lists. Pursuant to TOL policy, CSHP may add or remove occupations based on local needs or requirements.

## References

- [20 Code of Federal Regulations \(CFR\) 680.400 et. seq., Subpart D – Eligible Training Providers](#)
- [CareerSource Florida Administrative Policy # 90: WIOA Eligible Training Providers List](#)
- [CareerSource Florida Administrative Policy # 100: Work-Based Training](#)
- [Florida Statutes \(F.S.\), Section 445.003\(7\)\(b\): Implementation of the federal Workforce Innovation and Opportunity Act](#)
- [F.S. Section 445.004\(4\)\(h\): CareerSource Florida, Inc., and the state board; creation; purpose; membership; duties and powers](#)

- [F.S. Section 1005.21: Commission for Independent Education](#)
- [F.S. Section 1008.39: Florida Education and Training Placement Information Program](#)
- [F.S. Section 1008.40: Workforce Development Information System](#)
- [Training and Employment Guidance Letter \(TEGL\) No. 3-18: Eligible Training Provider \(ETP\) Reporting Guidance under the Workforce Innovation and Opportunity Act \(WIOA\)](#)
- [TEGL No. 8-19 and TEGL 8-19, Change 1: Workforce Innovation and Opportunity Act \(WIOA\) Title I Training Provider Eligibility and State List of Eligible Training Providers \(ETPs\) and Programs](#)
- [TEGL No. 13-16: Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act \(WIOA\)](#)
- [TEGL No. 21-22: Increasing Equitable Service Access and Employment Outcomes for All Jobseekers in Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs](#)
- [Workforce Innovation and Opportunity Act of 2014, Public Law 113-128](#)

## History

Date	Action	Description
9/1/2013	Issuance	Initial approval by the CSHP Board of Directors.
6/2017	Revision 1	
2/2019	Revision 2	
8/29/2019	Revision 3	
1/22/2020	Revision 4	
5/21/2020	Revision 5	
1/8/2021	Revision 6	
2/27/2021	Revision 7	
4/10/2021	Revision 8	
1/13/2021	Revision 9	
2/25/2022	Revision 10	
11/4/2022	Revision 11	
6/29/2023	Revision 12	
7/6/2023	Revision 13	
7/28/2023	Revision 14	
5/30/2024	Revision 15	Approved by the CSHP Board of Directors for Hillsborough County only, until the board can approve a policy that covers Hillsborough and Pinellas Counties.
<b>TBD</b>	<b>Revision 16</b>	<b>Approval by the CSHP Board of Directors</b>

## Attachments

- N/A

## Other Resources

- N/A

DRAFT



## **Action Item**

### **Approval of New Training Providers and New Programs**

#### **Background**

Effective July 1, 2024, the initial and continued eligibility application process, previously performed at the local level, changed to a statewide application. New training providers and programs must first be approved on the State ETPL before they can be considered locally. Once a provider is approved at the state level, they may request inclusion on the CareerSource Hillsborough Pinellas (CSHP) ETPL.

The Eligible Training Provider List (ETPL) is the official list of training programs and providers eligible for WIOA funds to train eligible program participants. The ETPL and related eligibility procedures ensure the accountability, quality, and labor-market relevance of training programs that receive WIOA funds. Training Providers on the ETPL must be recognized/ licensed by an appropriate public or private governing body. Non-Public Postsecondary institutions must be licensed by the State Board of Independent Colleges and Universities, State Board of Non-Public Career Education, or Commission for Independent Education (CIE).

WIOA utilizes “informed consumer choice” in the selection of a Provider. A WIOA participant who has been determined eligible for training may select a Provider and program from the ETPL after consultation with an applicable CSHP staff. Unless training funds are not available, participants are issued an Individual Training Account (ITA) voucher for training which may pay in whole or in part for the cost of training depending on current funding levels, local policy, and/or ITA dollar limits. Being listed on the ETPL does not guarantee that students will attend a training providers educational facility or choose their program.

FL Statutes 445.007(6), excerpt:

*Consistent with federal and state law, the local workforce development board shall designate all local service providers and may not transfer this authority to a third party. Consistent with the intent of the Workforce Innovation and Opportunity Act, local boards should provide the greatest possible choice of training providers to those who qualify for training services. A local board may not restrict the choice of training providers based upon cost, location, or historical training arrangements. However, a local board may restrict the amount of training resources available to any one client.*

#### **Information**

##### **Coding Clarified Academy**

**101 N. Monroe St., Suite 800, Tallahassee, FL 32301**

*Coding Clarified Academy's* application and its associated training program was approved through the State ETP Portal on April 1<sup>st</sup>, 2025, by the State ETPL Coordinator. Additionally, CSHP staff coordinated with the training provider to secure supplemental documentation, including the school

catalog and CIE license, dated 1/13/2025. The training program below is offered through distance (online) learning without attending physical classes.

**Financial Assistance:** Coding Clarified Academy is a private institution and does not accept financial aid but will help students with applications for training grants through local workforce development boards.

Program – Type of Degree or Certificate	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion/ Employment Rate	Average Wage at Placement
Professional Medical Coding Curriculum – Diploma	\$600.00	\$3,200.00	\$1,199.00	\$4,999.00	16 weeks	N/A – New Program	N/A – New Program

**No performance data is available.** The program is newly introduced at the institution and the institution was recently added to the State ETP Portal.

**New Training Programs Occupation & Wage Info:**

Employment and wage statistics associated with the training programs outlined above.

Coding Clarified Academy												
EF Related & Selected Occupations per Training Provider				2024 Occupational Employment & Wage Statistics (OEWS)								
	SOC Code	Occupation Title	Local TOL	2023 Employment	Mean	Median	Entry*	Exp**	P10	P25	P75	P90
Professional Medical Coding Curriculum	292072	Medical Records Specialists	Yes	2,210	26.21	23.35	18.20	30.22	17.62	19.14	29.29	42.89
	299021	Health Information Technologists and Medical Registrars	Yes	300	34.67	34.44	20.21	41.9	18.04	22.94	44.94	51.2

**CNA Training and Testing Center dba Career Training Institute**

808B Oakfield Drive, Brandon, FL 33511

Career Training Institute’s is a currently approved training provider with CSHP. Career Training Institute’s applications for two (2) new training programs were approved through the State ETP Portal on February 27, 2025, by the State ETPL Coordinator. CSHP staff obtained additional support from the training provider to include the school catalog and CIE Approved Data reflecting the new programs as part of the institution’s CIE license.

**Financial Assistant:** No other financial aid is available.

Program	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement
Phlebotomy Diploma Program	\$390.00	\$574.00	\$169.00	\$1,133.00	6 weeks	N/A - New Program	N/A - New Program
Nursing Assistant (CNA)	\$345.00	\$399.00	\$180.00	\$924.00	6 weeks	N/A - New Program	N/A - New Program

**R28 Training Provider Performance Report, Reporting Period: 7/1/2023-6/30/2024**

Provider Name	Program	Served	Total Completed	Total Successfully Completed	Completion %	Total Employed	Employment %	Training Related Employment %	Average Wage
Career Training Institute		2	1	1	100.00%	1	100.00%	0.00%	\$12.00
	Home Health Aide	2	1	1	100.00%	1	100.00%	0.00%	\$12.00

**New Training Programs Occupation & Wage Info:**

Employment and wage statistics associated with the training programs outlined above.

CNA Training and Testing Center dba Career Training Institute												
EF Related & Selected Occupations per Training Provider				2024 Occupational Employment & Wage Statistics (OEWS)								
	SOC Code	Occupation Title	Local TOL	2023 Employment	Mean	Median	Entry*	Exp**	P10	P25	P75	P90
Phlebotomy - Diploma Program	319097	Phlebotomists	Yes	1,520	19.80	18.53	17.27	21.06	17.40	17.69	21.71	22.97
	319099	Healthcare Support Workers, All Other	Yes	1,070	24.11	22.34	17.2	27.57	17.07	18.18	27.57	34.9
Nursing Assistant (CNA)	311131	Nursing Assistants	Yes	15,440	18.54	17.64	16.41	19.6	16.11	17.27	20.25	22.15

**Recommendation**

Staff recommend approval of Coding Clarified Academy’s new training provider application to include their respective training program and CNA Training and Testing Center dba Career Training Institute application for the two new training programs for inclusion on CSHP’s ETPL.



## Action Item

### Related Party Contract and New Training Program

#### Background:

##### *Related Party*

Local Workforce Development Boards (LWDBs) are required to comply with all requirements of Section 445.007, Florida Statutes, prior to contracting with a board member, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. This section mandates all LWDBs, entering a contract, including contract renewal or extension, with an organization or individual represented on the Board, must meet the following requirements:

- a) Approve the contract by a two-thirds (2/3<sup>rd</sup>) vote of the Board, when a quorum has been established.
- b) Board members who could benefit financially from the transaction or who have any relationship with the contracting vendor must disclose any such conflicts prior to the board vote on the contract.
- c) Board members who could benefit financially from the transaction or board members who have any relationship with the contracting vendor must abstain from voting on the contracts; and
- d) Prior to entering such contracts, contracts \$10,000 or higher require Florida Department of Commerce approval. Contracts less than \$10,000 do not require approval but notification.

“When an issue presents a conflict of interest to a Board or Committee member, said member shall verbally disclose the conflict of interest, abstain from voting, leave the room during discussion, and vote on said issue, and submit a Voting Abstention form to the Administrative Services Coordinator. Reference to the member leaving the room and submission of the Voting Abstention form shall be included in meeting minutes.” [By-Laws, Section 10.3 – Conflict of Interest].

Contract may not be executed prior to Board and, where applicable, Florida Commerce approval.

##### *Related Party Forms*

- Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers.
  - Voter abstention prior and prior to vote publicly stating nature of the conflicted.
  - Form signed by board member with conflict prior to vote.
- Exhibit C: Contract Information Form
  - Provides information on the related party contract where the conflict exists.
- Exhibit D: Disclosure and Certification of Conflict of Interest in a Contract
  - Disclosed and certified by board member with conflict in a contract.
  - Provides a listing of all items provided to Board Chair to certify as accurate and complete.

##### *Training Provider*

The Workforce Innovation and Opportunity Act (WIOA) of 2014 provides training services using Individual Training Accounts (ITAs). ITAs can be used to access training from eligible *Training Providers* who have been approved by the Board to provide training for occupations on the Board’s targeted occupations list that are in demand or emerging on the local economy, experienced gr

and provide opportunities for high-skill, high-wage jobs.

WIOA training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Customers who are interested in training services are made aware of the full array of training services by CareerSource Hillsborough Pinellas (CSHP). and invited to review and research training providers and programs outlined on the CSHP’s approved training provider list. Training provider and program selections must fall on CSHP’s ETPL to be considered for enrollment through the WIOA program

**Information:**

*Related Party*

Organization Name	Board Member	Continuing / New Training Programs ITAs	Amount Not to Exceed
Ultimate Medical Academy	April Neumann	12 / 1	\$160,000

The monetary ‘Amount Not to Exceed’ threshold:

- Estimated based on 2-year look back of Training Provider’s performance on their collective programs.

*New Program*

*Ultimate Medical Academy – Clearwater Campus*

Ultimate Medical Academy’s application for one (1) new training program was approved through the State ETP Portal on April 2nd, 2025, by the State ETPL Coordinator. CSHP staff obtained additional support from the training provider to include the school catalog and CIE Approved Data reflecting the new programs as part of the institution’s CIE license.

Program	Books & Supplies	Tuition	Fees	Total Cost	Duration of Training	Completion Rate	Average Wage at Placement
Patient Care Technician	\$0	\$15,000.00	\$0	\$15,000.00	12 months	N/A – New Program	N/A – New Program

**Financial Assistance:** Students can apply for federal financial aid each year by completing the FAFSA. Aid options may include Pell Grants, FSEOG, subsidized and unsubsidized Stafford Loans, and PLUS Loans for parents. Pell Grants don’t need to be repaid, while loans do. Work-study is available at the Clearwater campus for students with financial need. UMA also accepts military education benefits, including the GI Bill®, Tuition Assistance, and the MyCAA scholarship for military spouses.

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**R28 Training Provider Performance Report, Reporting Period: 7/1/2023-6/30/2024**

Provider Name	Program	Served	Total Completed	Total Successfully Completed	Completion %	Total Employed	Employment %	Training Related Employment %	Average Wage
<b>Ultimate Medical Academy</b>		<b>54</b>	<b>40</b>	<b>35</b>	<b>87.50%</b>	<b>34</b>	<b>85.00%</b>	<b>76.50%</b>	<b>\$16.50</b>
	Dental Assistant (Expanded Functions)	10	8	8	100.00%	8	100.00%	75.00%	\$16.63
	Medical Administrative Assistant	1	0	0		0			
	Medical Assistant	20	11	8	72.70%	8	72.70%	75.00%	\$16.67
	Phlebotomy Technician	18	16	14	87.50%	13	81.30%	84.60%	\$16.24
	Nursing Assistant	2	2	2	100.00%	2	100.00%	50.00%	\$17.25
	Patient Care Technician	3	3	3	100.00%	3	100.00%	66.70%	\$16.33

**New Training Programs Occupation & Wage Info:**

Employment and wage statistics associated with the training programs outlined above.

Ultimate Medical Academy - Clearwater Campus												
EF Related & Selected Occupations per Training Provider			2024 Occupational Employment & Wage Statistics (OEWS)									
	SOC Code	Occupation Title	Local TOL	2023 Employe	Mean	Median	Entry*	Exp**	P10	P25	P75	P90
Patient Care Technician	292099	Health Technologists and Technicians, All Other	Yes	2,000	23.31	20.00	17.97	25.98	17.91	18.50	23.39	33.93
	311121	Home Health Aides	Yes	13,110	16.19	15.66	13.99	17.29	13.94	14.48	16.84	18.13
	311131	Nursing Assistants	Yes	15,440	18.54	17.64	16.41	19.6	16.11	17.27	20.25	22.15

**Recommendation:**

Approval of Ultimate Medical Academy’s Renewal ITA Agreement to include the 12 continued training programs and the addition of one (1) new training program, for a total amount not to exceed \$160,000 for the period 7/01/2025 to 6/30/2026, contingent on approval of FloridaCommerce.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Neumann, April	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CareerSource Hillsborough Pinellas Workforce Board
MAILING ADDRESS 4350 W. Cypress Steet Suite 850 Hillsborough	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Tampa, Florida 33607	COUNTY Hillsborough and Pinellas County
DATE ON WHICH VOTE OCCURRED	NAME OF POLITICAL SUBDIVISION: Hillsborough and Pinellas County
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

## APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, April Neumann, hereby disclose that on May 14th, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

inured to my special private gain or loss;

inured to the special gain or loss of my business associate, \_\_\_\_\_ ;

inured to the special gain or loss of my relative, \_\_\_\_\_ ;

inured to the special gain or loss of Ultimate Medical Academy, by whom I am retained; or

inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Related party contract votes for Individual Training Accounts (ITA) Agreement with Ultimate Medical Academy.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

05/06/25

Date Filed

April Neumann

April Neumann (May 6, 2025 17:46 EDT)

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

**EXHIBIT D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, April Neumann, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization / OR "Other" (describe) \_\_\_\_\_ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Hillsborough Pinellas - Region 28

Contractor Name & Address: Ultimate Medical Academy (UMA) - 1255 Cleveland St. Clearwater, FL 33755

Contractor Contact Phone Number: (727) 298-8685

Description or Nature of Contract: ITA Training Provider Agreement

Description of Financial Benefit\*: Employee of organization

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

- have no relative who is a member of the board or an employee of the board, OR  
 have a relative who is a member of the board or an employee of the board, whose name is:

The contractor's principals\*\*/owners\*\*\*  is  is not (check one) a member of the board. If applicable, the principal's/owner's name is: April Neumann

April Neumann  
April Neumann (May 6, 2025 17:43 EDT)  
Signature of Board Member/Employee

April Neumann  
Print Name

5.6.25  
Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.  
\*\* "Principal" means an owner or high-level management employee with decision-making authority.  
\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM VOTING DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

**EXHIBIT C  
CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, **Barclay Harless**, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Hillsborough Pinellas (CSHP) and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: **Ultimate Medical Academy and CSHP**

Contractor Name & Address: **Ultimate Medical Academy (UMA) - 1255 Cleveland St. Clearwater, FL 33755**

Contractor Contact Phone Number: **(727) 298-8685**

Contract Number or Other Identifying Information, if any:

Contract Term: **07/01/2025 thru 6/30/2026 (Will not auto-renew.)**

Value of the Contract with no extensions or renewals exercised: **\$160,000**

Value of the Contract with all extensions and renewals exercised: **N/A**

Description of goods and/or services to be provided under the Contract: **ITA Training Provider Agreement**

Method of procurement for the contracted goods and/or services, if applicable:

This institution is a current approved training provider on the State and local ETPL and applied via the ETP Portal.

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: **April Neumann**

The nature of the conflicting interest in the contract: **Employee of the organization**

The board member or employee with the conflict of interest  did  did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

**If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee abstained from voting.**

I further attest that the following is being provided with this form:

- a. A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- b. Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.
- c. A draft copy of the related party contract and amendments, as applicable.
- d. Documentation supporting the method of procurement of the related party contract, for contracts that require competitive selection / procurement process.
- e. A copy of the board meeting and committee meeting minutes that document the discussion and approval of the related party contract (including the name of the contractor and the value of the contract). The minutes must clearly reflect the verbal disclosure of the conflict during the meeting.

I certify that the information above is true and correct.

Signature of Board Chairperson / Vice Chairperson\*

**Barclay Harless**

Print Name

Date

\* Must be certified and attested to by the board's Chair or Vice Chair.



## Discussion Item

### Training Provider Scorecard

**Background:** CareerSource Hillsborough Pinellas (CSHP) has begun the process of developing a Training Provider Scorecard to help assist customers interested in Individual Training Accounts (ITA) make an informed decision when selecting a training provider and program and to establish performance thresholds for providers. Performance measures recommended to be included on the scorecard are Completion %, Employment %, Training Related Employment %, Average Wage, Average Training Related Employment Wage and Average Days to Employment. Currently, each performance measure has equal weight.

#### Definitions (Training Provider excel document):

Name	Definition
Provider	Training provider associated with training program
Course	Name of training program
Training Occupation	ONET job title associated with training program
Length of Training	The length of training in clock hours, days or weeks.
Total Cost	Total cost of attending program
% Complete Vs Dropped	Number of customers that successfully completed training divided by the number of customers that ended training
Employment Rate	Number of customers that have successfully completed training and entered employment divided by number of customers that have successfully completed training.
Training Related Employment Rate	Number of customers that have successfully completed training and found training related employment divided by the number of customers that have successfully completed training and found employment
Average Wage	Average wage of customers that have successfully completed training and entered employment
Average Wage Training Related	Average wage of customers that have successfully completed training and entered training related employment
Average days to employment	Average number of days after successfully completing training for customers to begin training. Customers who obtain employment prior to the completion of training are not counted in this measure.
Ranking Completion %	Ranks, within the same job title, the number of customers that successfully completed training versus number of customers that ended training
Ranking Employment	Ranks, within the same job title, the number of customers that successfully completed training and entered employment versus number of customers that successfully completed training

Ranking Training Related Employment	Ranks, within the same job title, the number of customers that successfully completed training and entered training related employment versus number of customers that successfully completed training and entered employment
Ranking Average Wage	Ranks, within the same job title, the average wage of customers that successfully completed training and entered employment
Ranking Training Related Avg Wage	Ranks, within the same job title, the average wage of customers that successfully completed training and entered training related employment
Ranking Average Days to Employment	Ranks, within same job title, the average numbers of days it took between successfully completing training and entering employment
Score	The average rankings of completion %, employment, training related employment, average wage, average training related wage, and average days to employment--a ranking is only given for providers that have 3 or more customers that participated in training

## Training Provider Scorecard PY2425

Due to the size of the document, please click the link below to access the file.

[Training Provider Scorecard .xlsx](#)

## Example Scorecard

A score card used by another workforce board is included as an attachment to this discussion item for informational purposes.



# ITA TRAINING PROVIDER CONSUMER REPORT CARD

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October 2023 – September 2024

EXAMPLE



## TRAINING AND EDUCATION CONSIDERATION

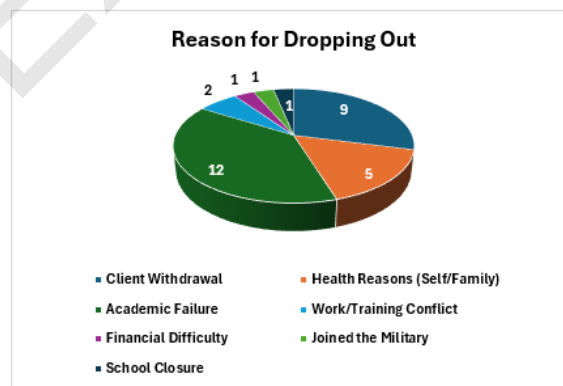
In considering both a course of study and a school there are many factors which will influence your decision. The below “Consumer Report Card” for the Period of October 2023 – September 2024 is a snapshot reflecting the specific experiences of 233 clients. Of the 233 participating in training, 137 have successfully completed, 61 are still in process of completion, and 35 have dropped out of training (non-completion).

When selecting a major and a school, you may want to consider the following:

- Do you have the time to attend, study, and the drive to complete the program successfully.
- Consider choosing a major that aligns with your passions and interests. Are the courses something you are naturally drawn to.
- Does the curriculum allow you to leverage your abilities and allow you to utilize your strengths and skills.
- Will training lead to fulfilling your long-term career goals.
- Education can be expensive in both funds and time, will training lead to an adequate return on your investment in terms of lifestyle, income, benefits, etc.
- Look for programs that are well-regarded in your chosen field and that have a track record of producing successful graduates.
- Consider the cost of attendance and the availability of financial aid at each school. Consider factors such as tuition, fees, room and board, and other expenses, as well as scholarships, grants, and loans.
- Look at the graduation, job placement rates for graduates, and potential advancement of the programs you’re considering. Consider programs with high rates of graduation and positive employment outcomes.

The below graph indicates this period reported dropout reasons:

Reason for Dropping Out	Number
Client Withdrawal	9
Health Reasons (Self/Family)	5
Academic Failure	12
Work/Training Conflict	2
Financial Difficulty	1
Joined the Military	1
School Closure	1



## TRAINING PROVIDERS LEVELS OF ACHIEVEMENT

For a training program to be considered for CareerSource Palm Beach County renewal, the program must achieve satisfactory completion in two categories.

1. The first level of achievement measures the total number of participants, of which sixty percent must successfully “complete” training (60% “Complete” Vs. “Dropped”).
2. The second level of achievement occurs when 70% of the graduated clients are placed in employment within 180 days of the training completion date. To be considered for contract renewal and to remain on the Local Targeted Occupations List, a course must meet or exceed the standards for both completion rate and job placement measures. Below is a list of providers and their training programs that are being evaluated towards these performance measures. The following caveats apply to grading:
  - A. 180 Days Placement: Participant(s) between one, and 180 days of a successful completion of a course, from report card data run date, WITHOUT employment will be carried on the report card as “INPROCESS” until the next report card data run and completion/expiration of the 180 days.
  - B. “Completed” Three Participant Minimum for Grading (Indicated in green): For a course to be considered for grading in the “Completed” category, “Referred” participants must consist of a minimum of three participants. NOTE: Any participant(s) who have successfully “Completed” a course WILL be counted towards the 180 Days Placement criteria.
  - C. Failure to meet minimum requirements for either criteria will result in the following (Criteria subject to change):
    - First Failure: Technical assistance meeting
    - Second Failure (Consecutive): Warning Letter
    - Third Failure (Consecutive): ETPL Removal Consideration
3. Previously, we have developed Consumer Report Cards in April and October to familiarize providers with the updated criteria. This Consumer Report Card includes six months of data from the previous Consumer Report Card (April 2024 Consumer Report Card). Future Consumer Report Cards are scheduled to cover training activities between October and September timeframes.

Provider	Course	Referred	In Process	Completed	Dropped	Comp + Drop	% Complete Vs. D	Employed <= 180 Days	Complete & Employed <=180	60%+ Complete Measure	Complete & Employed <=180	2023 Oct - 2024 Sep Pass/Fail
Academy For Nursing And Health Occupations-Is	Associate of Science Degree in Nursing	10	6	4	0	4	100%	4	100%	Pass	Pass	Pass
Academy For Nursing And Health Occupations-Is	LPN to RN Transition (including five general education courses)	4	4	0	0	0		0		Pass	Pass	Pass
Academy For Nursing And Health Occupations-Is	Practical Nursing Including Critical Thinking and IV Certification	6	3	1	2	3	33%	1	100%	Fail	Pass	Fail
Barry University-Un	Firefighter	1	1	0	0	0		0		Pass	Pass	Pass
Cambridge Institute Of Allied Health And Technology-Is	Associate of Science in Nursing Program	4	3	1	0	1	100%	1	100%	Pass	Pass	Pass
Cambridge Institute Of Allied Health And Technology-Is	Plebatomy Technician	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
Cambridge Institute Of Allied Health And Technology-Is	Radiation Therapy-As	1	0	0	1	1	0%	0		Fail	Pass	Fail
Connecticut School of Broadcasting	Radio and Television Broadcasting	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
DENTRILOGY ACADEMY, LLC	Entry Level Dental Front Office Administration Program	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
DENTRILOGY ACADEMY, LLC	Entry Level Expanded Functions & Entry Level Dental Front Office Administration	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
DENTRILOGY ACADEMY, LLC	Entry Level Expanded Functions Dental Assisting & Entry Level Dental Front Office Administration Combo Program*	10	0	7	3	10	70%	5	71%	Pass	Pass	Pass
DENTRILOGY ACADEMY, LLC	Entry Level Expanded Functions Dental Assisting*	19	0	18	1	19	95%	12	67%	Pass	Fail	Fail
Emergency Educational Inst	Paramedic	2	0	2	0	2	100%	2	100%	Pass	Pass	Pass
Florida Atlantic Univ-Boca	Certificate in Human Resource Management & HR: Compensation and Benefits (Bundle)*	3	0	3	0	3	100%	3	100%	Pass	Pass	Pass
Florida Atlantic Univ-Boca	Certified Medical Business Management	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
Florida Atlantic Univ-Boca	Cybersecurity Bootcamp	8	1	4	3	7	57%	3	75%	Fail	Pass	Fail
Florida Atlantic Univ-Boca	Exec. Cert. Project Mgmt. + Six Sigma Green Belt	3	1	2	0	2	100%	1	50%	Pass	Fail	Fail
Florida Atlantic Univ-Boca	Executive Certificate in Project Mgmt	2	0	2	0	2	100%	2	100%	Pass	Pass	Pass

Provider	Course	Referred	In Process	Completed	Dropped	Comp + Drop	% Complete Vs. D	Employed <= 180 Days	Complete & Employed <=180	60%+ Complete Measure	Complete & Employed <=180	2023 Oct - 2024 Sep Pass/Fail
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Provider	Course	Referred	In Process	Completed	Dropped	Comp + Drop	% Complete Vs. D	Employed <= 180 Days	Complete & Employed <=180	60%+ Complete Measure	Complete & Employed <=180	2023 Oct - 2024 Sep Pass/Fail
Florida Atlantic Univ-Boca	HR Adv. Compensation & Benefits	1	1	0	0	0		0		Pass	Pass	Pass
Florida Atlantic Univ-Boca	Intro to Proj. Mgmt - Exec. Cert. in Proj. Mgmt	1	0	0	1	1	0%	0		Fail	Pass	Fail
Florida Atlantic Univ-Boca	Six Sigma Green - Black Belt	5	1	2	2	4	50%	1	50%	Fail	Fail	Pass
Florida Atlantic Univ-Boca	Six Sigma Green Belt	2	0	2	0	2	100%	0	0%	Pass	Fail	Fail
Health Career Institute-Is	Nursing	12	6	3	3	6	50%	2	67%	Fail	Fail	Pass
Keiser University - Flagship Campus	RADIOLOGIC TECHNOLOGY	1	0	0	1	1	0%	0		Fail	Pass	Fail
Medical Career Academy	Emergency Medical Technician	1	0	0	1	1	0%	0		Fail	Pass	Fail
Medical Career Academy	Paramedic	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
Palm Beach Code School	Digital Filmmaking	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
Palm Beach Code School	Intro to Web Design & Development	3	0	3	0	3	100%	3	100%	Pass	Pass	Pass
PaM Beach State College-Cs	Automotive Repair Technician	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	Business Administration and Management - CCC	2	0	0	2	2	0%	0		Fail	Pass	Fail
Palm Beach State College-Cs	Business Administration and Management (AS)	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	Computer Programming (AS)	3	2	0	1	1	0%	0		Fail	Pass	Fail
Palm Beach State College-Cs	Computer Programming Specialist (CCC)	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
Palm Beach State College-Cs	Dental Hygiene (AS)	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	Emergency Medical Technician (CCC)	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	EMT / Firefighter Combination	1	0	0	1	1	0%	0		Fail	Pass	Fail
Palm Beach State College-Cs	Engineering Technology-AS	2	0	1	1	2	50%	1	100%	Fail	Pass	Fail
Palm Beach State College-Cs	Health Informatics Specialists (CCC)	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	Human Services - Youth Development Concentration (AS)	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	HVAC (CCP)	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
Palm Beach State College-Cs	Logistics & Transportation Specialist CCC	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	Medical Assisting Specialist CCC	1	0	0	1	1	0%	0		Fail	Pass	Fail
Palm Beach State College-Cs	Nursing-A	6	4	2	0	2	100%	2	100%	Pass	Pass	Pass
Palm Beach State College-Cs	Paralegal (AS)	3	3	0	0	0		0		Pass	Pass	Pass
Palm Beach State College-Cs	PRACTICAL NURSING (CCP)	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach Vocational Institute, Inc.-Is	LPN	3	0	1	2	3	33%	1	100%	Fail	Pass	Fail
Palm Beach Vocational Institute, Inc.-Is	Nursing-As	1	1	0	0	0		0		Pass	Pass	Pass
Palm Beach Vocational Institute, Inc.-Is	Registered Nurse	3	1	1	1	2	50%	1	100%	Fail	Pass	Fail
Pc Professor-Is - Boca Raton	Cloud and Computer Systems Professional	3	0	3	0	3	100%	2	67%	Pass	Fail	Fail
Pc Professor-Is - Boca Raton	Full Stack Web Developer	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
Pc Professor-Is - Boca Raton	Microsoft Office Package of Five 8-hour classes	1	1	0	0	0		0		Pass	Pass	Pass
Provider	Course	Referred	In Process	Completed	Dropped	Comp + Drop	% Complete Vs. D	Employed <= 180 Days	Complete & Employed <=180	60%+ Complete Measure	Complete & Employed <=180	2023 Oct - 2024 Sep Pass/Fail

Provider	Course	Referred	In Process	Completed	Dropped	Comp + Drop	% Complete Vs. D	Employed <= 180 Days	Complete & Employed <=180	60%+ Complete Measure	Complete & Employed <=180	2023 Oct - 2024 Sep Pass/Fail
Pc Professor-Is - Boca Raton	Webmaster	1	0	1	0	1	100%	0	0%	Pass	Fail	Fail
Pc Professor-Is - Boca Raton	Webmaster (CIW)	1	0	1	0	1	100%	0	0%	Pass	Fail	Fail
PC Professor-Is -West Palm Beach	Cloud & Computer System Professional	11	5	3	3	6	50%	1	33%	Fail	Fail	Pass
PC Professor-Is -West Palm Beach	Database Professional with Business Intelligence	6	1	5	0	5	100%	4	80%	Pass	Pass	Pass
PC Professor-Is -West Palm Beach	Executive Administrative Assistant	4	0	4	0	4	100%	4	100%	Pass	Pass	Pass
PC Professor-Is -West Palm Beach	IT Security Professional	3	0	3	0	3	100%	3	100%	Pass	Pass	Pass
PC Professor-Is -West Palm Beach	Microsoft Office: Administrative Assistant	2	0	2	0	2	100%	2	100%	Pass	Pass	Pass
Ruby's Academy for Health Occupations	Practical Nursing	4	1	3	0	3	100%	1	33%	Pass	Fail	Fail
School Board of Palm Beach County	Commercial Vehicle Driver ( Class A)	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
School Board of Palm Beach County	Phlebotomy	1	0	1	0	1	100%	0	0%	Pass	Fail	Fail
SOUTH FLORIDA ACADEMY OF AIR CONDITIONING	HVAC: Residential and Light Commercial Technician	2	0	2	0	2	100%	2	100%	Pass	Pass	Pass
SOUTH FLORIDA HEALTH CARE INSTITUTE, LLC.	Licensed Practical Nurse Training	2	1	0	1	1	0%	0		Fail	Pass	Fail
Southeastern College	Nursing	1	1	0	0	0		0		Pass	Pass	Pass
Suncoast Trucking Academy, Inc.	Class A CDL 160 (Heartland)	2	0	2	0	2	100%	1	50%	Pass	Fail	Fail
Academy, Inc.	Trailer Truck Drivers - Class A CDL 160	3	0	3	0	3	100%	3	100%	Pass	Pass	Pass
Techni-Pro Institute, LLC.-Is	Nursing-As	1	0	0	1	1	0%	0		Fail	Pass	Fail
The Academy-Is	Business Analyst	6	0	6	0	6	100%	5	83%	Pass	Pass	Pass
The Academy-Is	Cloud and Security Network Administrator	13	0	13	0	13	100%	9	69%	Pass	Fail	Fail
The Academy-Is	Cyber Security Professional	2	0	2	0	2	100%	1	50%	Pass	Fail	Fail
The Academy-Is	Help Desk Technician	1	0	1	0	1	100%	1	100%	Pass	Pass	Pass
The Academy-Is	Information Technology Program	5	0	3	2	5	60%	2	67%	Pass	Fail	Fail
The CDL School, Inc.	Master Tractor-Trailer Driver	12	4	8	0	8	100%	6	75%	Pass	Pass	Pass
The CDL School, Inc.	Professional Tractor-Trailer Driver Program	3	1	1	1	2	50%	1	100%	Fail	Pass	Fail
	TOTAL:	233	61	137	35	172	74%	104	79%	19	15	28
Provider	Course	Referred	In Process	Completed	Dropped	Comp + Drop	% Complete Vs. D	Employed <= 180 Days	Complete & Employed <=180	60%+ Complete Measure	Complete & Employed <=180	2023 Oct - 2024 Sep Pass/Fail

Referred/In Process/Dropped: | 233



**Information Item**

**WIOA Primary Indicators of Performance: PY 2425 Q2**

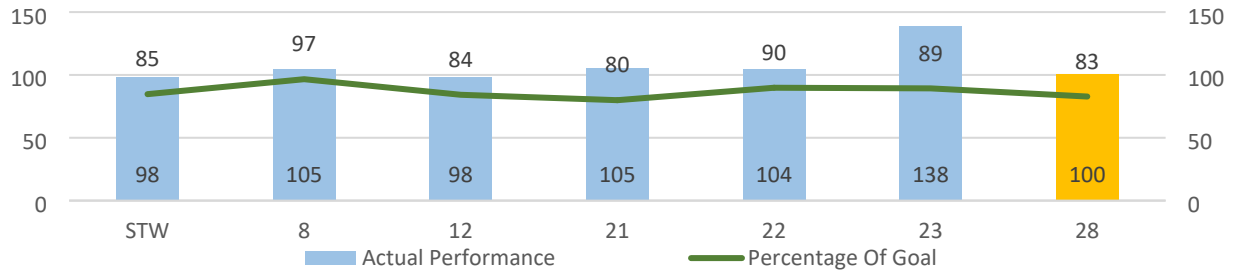
**January 1<sup>st</sup>, 2024 - December 31<sup>st</sup>, 2024**

Measures	PY2425 Q2 Performance	PY2024-2025 % of Goal Met Q2	PY2425 Performance Goals
<b>Adults:</b>			
Employed 2nd Qtr After Exit	82.8	100.36	82.5
Median Wage 2nd Quarter After Exit	\$8,600.50	101.28	\$8,492
Employed 4th Qtr After Exit	85.3	104.53	81.6
Credential Attainment Rate	75.7	91.20	83
Measurable Skill Gains	83.8	137.60	60.9
<b>Dislocated Workers:</b>			
Employed 2nd Qtr After Exit	78.2	94.33	82.9
Median Wage 2nd Quarter After Exit	\$10,038.60	90.23	\$11,125
Employed 4th Qtr After Exit	86.8	107.56	80.7
Credential Attainment Rate	74.2	88.86	83.5
Measurable Skill Gains	88.7	104.85	84.6
<b>Youth:</b>			
Employed 2nd Qtr After Exit	78.5	98.87	79.4
Median Wage 2nd Quarter After Exit	\$5,552.0	136.51	\$4,067
Employed 4th Qtr After Exit	83	103.23	80.4
Credential Attainment Rate	76.5	122.01	62.7
Measurable Skill Gains	70	118.64	59
<b>Wagner Peyser:</b>			
Employed 2nd Qtr After Exit	67.2	102.75	65.4
Median Wage 2nd Quarter After Exit	\$8,000.00	112.91	\$7,085
Employed 4th Qtr After Exit	68.4	111.22	61.5
<b>Not Met (less than 90% of negotiated)</b>			
<b>Met (90-100% of negotiated)</b>			
<b>Exceeded (greater than 100% of negotiated)</b>			

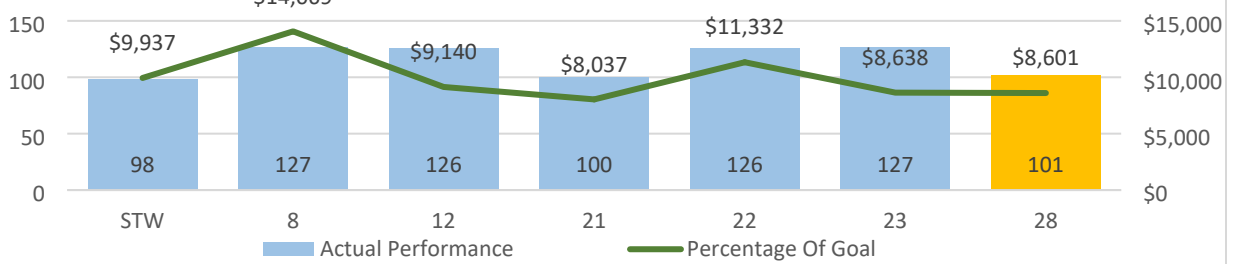
**Statewide**

<b>Measures</b>	<b>PY2425 Q2 Performance</b>	<b>PY2024-2025 % of Goal Met Q2</b>	<b>PY2425 Performance Goals</b>
<b>Adults:</b>			
Employed 2nd Qtr After Exit	84.7	98.15	<b>86.30</b>
Median Wage 2nd Quarter After Exit	\$9,937.00	98.19	<b>\$10,120</b>
Employed 4th Qtr After Exit	84.5	114.97	<b>73.50</b>
Credential Attainment Rate	77.9	103.59	<b>75.20</b>
Measurable Skill Gains	73.2	96.32	<b>76.00</b>
<b>Dislocated Workers:</b>			
Employed 2nd Qtr After Exit	84.6	99.53	<b>85.00</b>
Median Wage 2nd Quarter After Exit	\$10,752.00	101.67	<b>\$10,575</b>
Employed 4th Qtr After Exit	86.1	107.36	<b>80.20</b>
Credential Attainment Rate	80.5	97.34	<b>82.70</b>
Measurable Skill Gains	81.4	118.66	<b>68.60</b>
<b>Youth:</b>			
Employed 2nd Qtr After Exit	78.8	96.81	<b>81.40</b>
Median Wage 2nd Quarter After Exit	\$4,852.00	106.45	<b>\$4,558</b>
Employed 4th Qtr After Exit	77.6	99.23	<b>78.20</b>
Credential Attainment Rate	73.8	100.54	<b>73.40</b>
Measurable Skill Gains	72.2	106.18	<b>68.00</b>
<b>Wagner Peyser:</b>			
Employed 2nd Qtr After Exit	68.1	99.85	<b>68.20</b>
Median Wage 2nd Quarter After Exit	\$7,659.00	103.22	<b>\$7,420</b>
Employed 4th Qtr After Exit	67.8	103.04	<b>65.80</b>
<b>Not Met (less than 90% of negotiated)</b>			
<b>Met (90-100% of negotiated)</b>			
<b>Exceeded (greater than 100% of negotiated)</b>			

Adult Employed 2 QTR After Exit % of Goal and Actual Performance



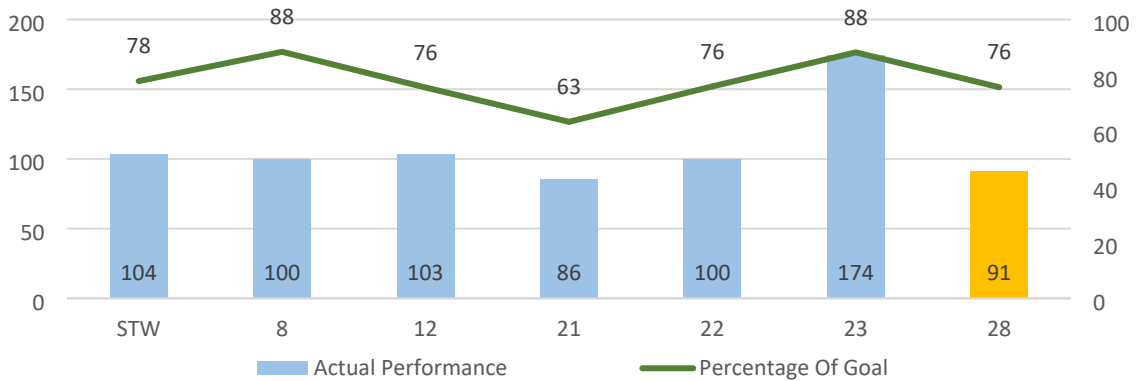
Adult Median Wage 2nd QTR After Exit % of Goal and Actual Performance



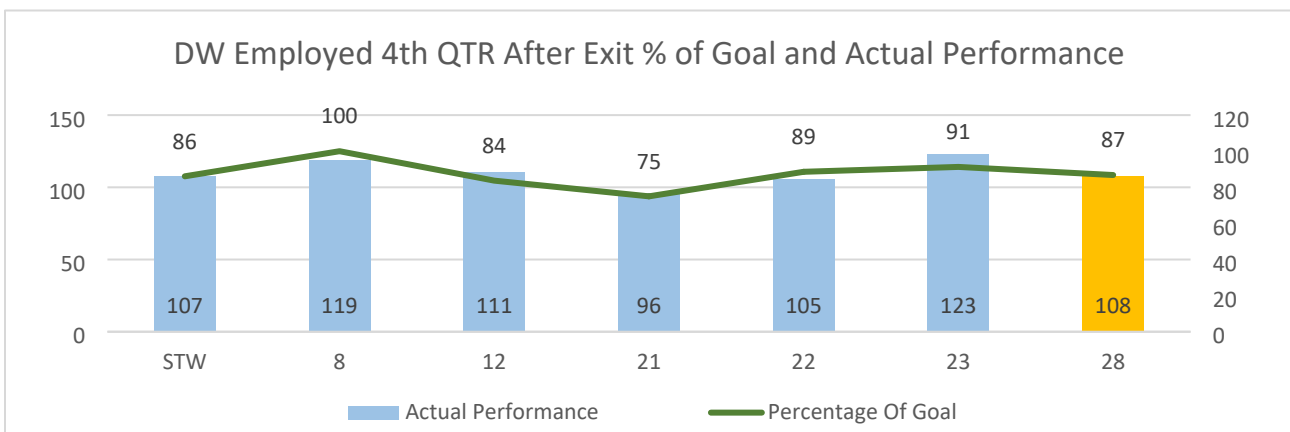
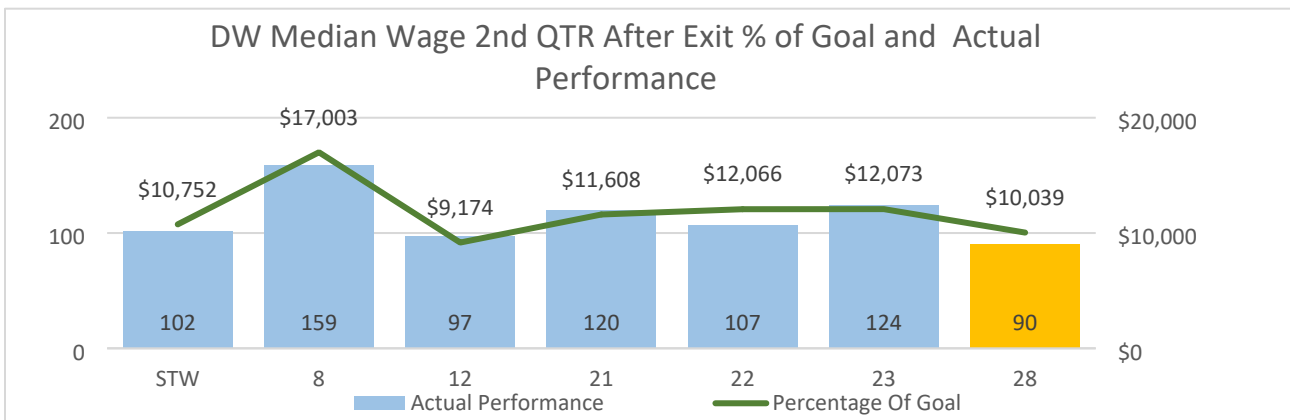
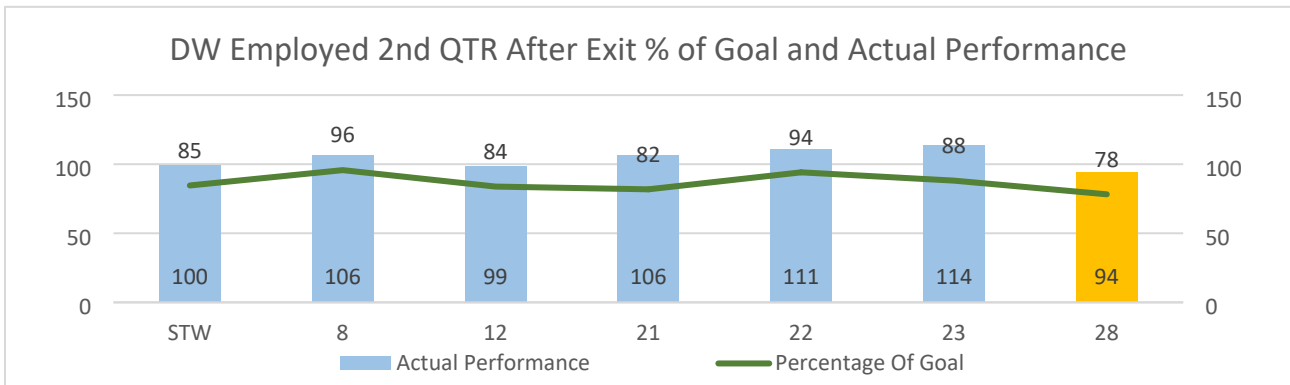
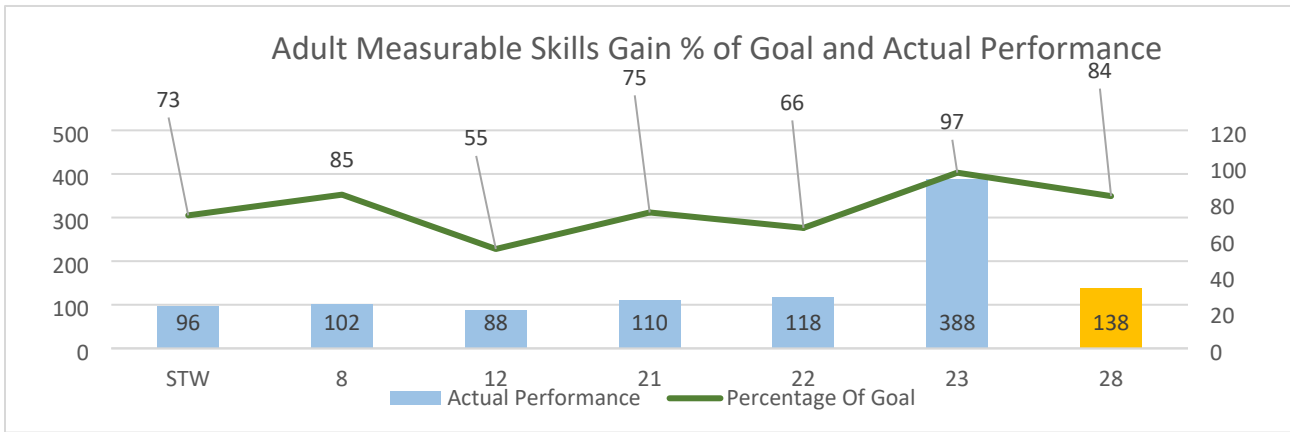
Adult Employed 4th QTR After Exit % of Goal and Actual Performance

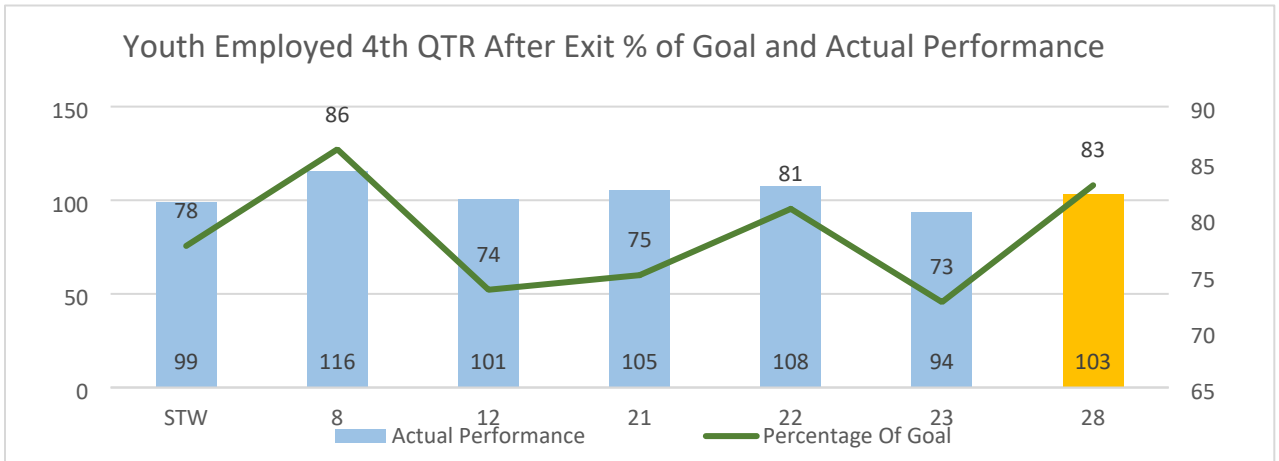
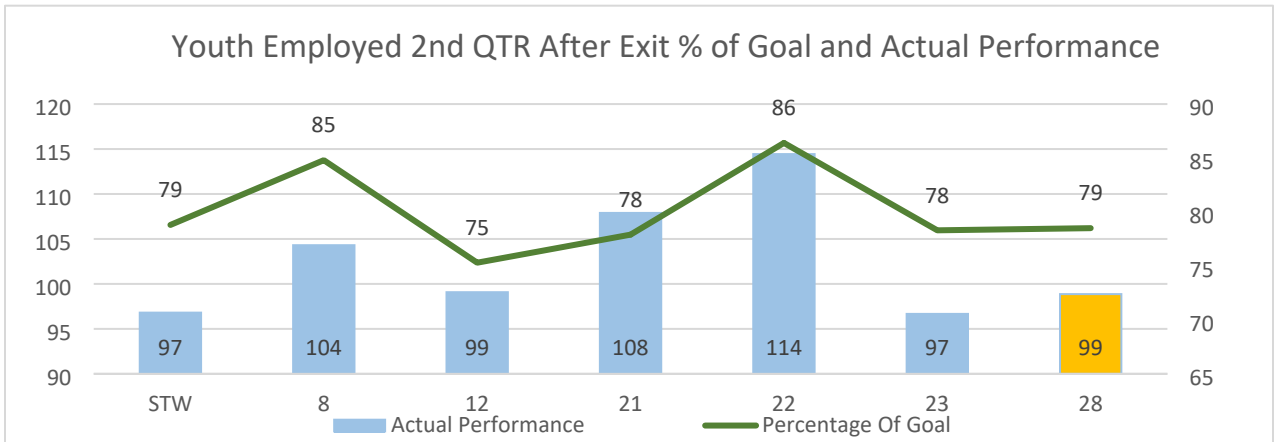
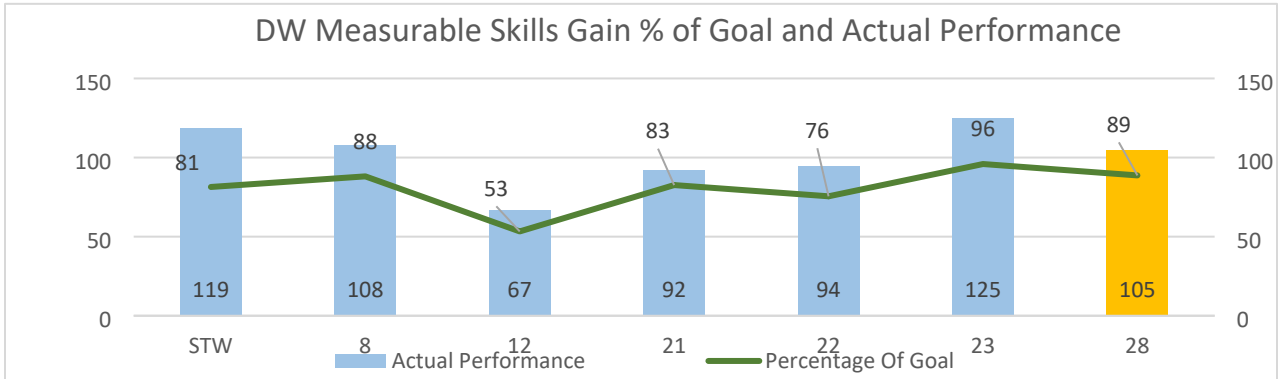
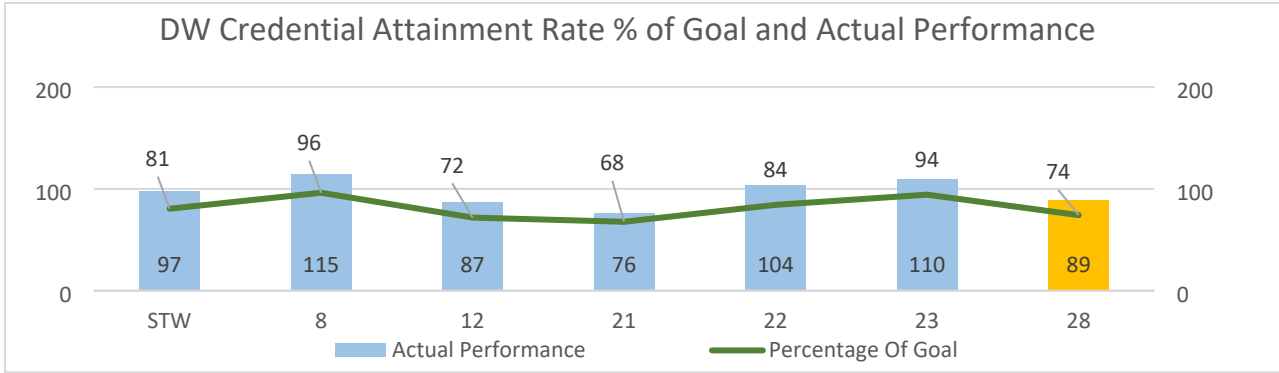


Adult Credential Attainment Rate % of Goal and Actual Performance

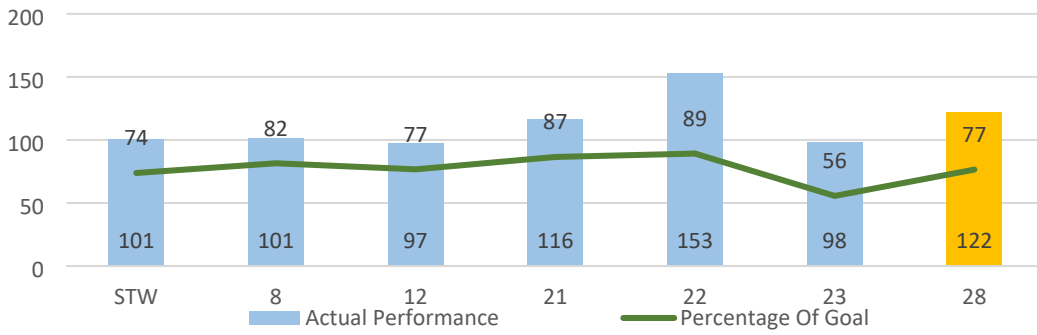




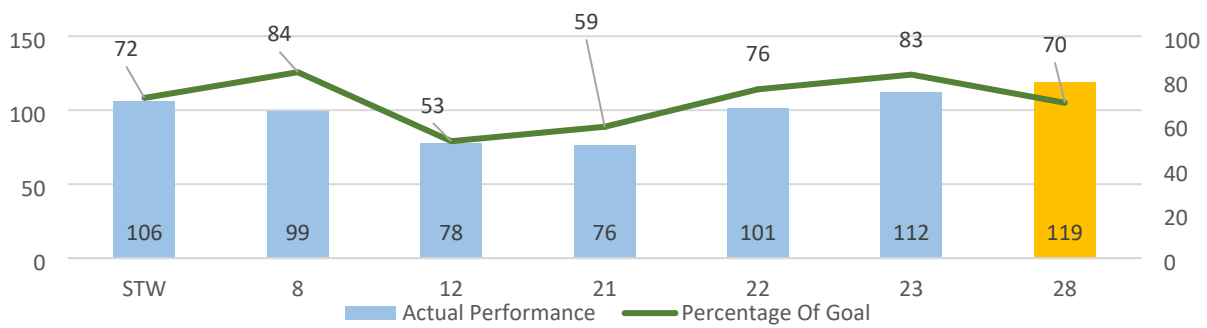




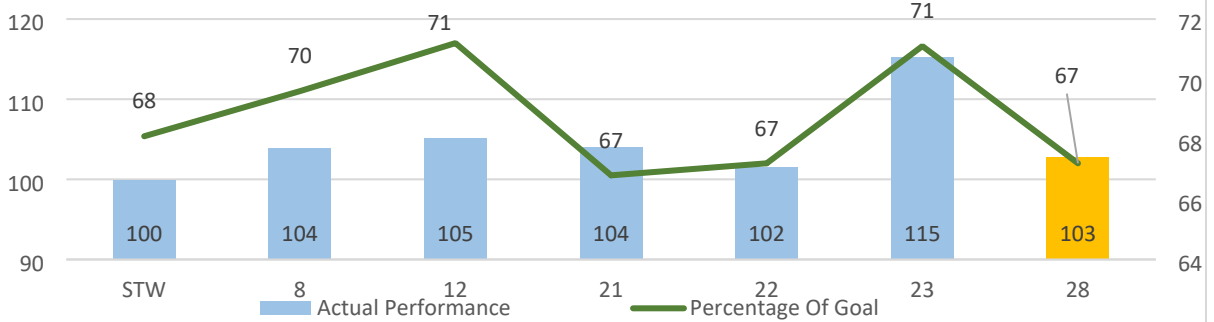
Youth Credential Attainment % of Goal and Actual Performance



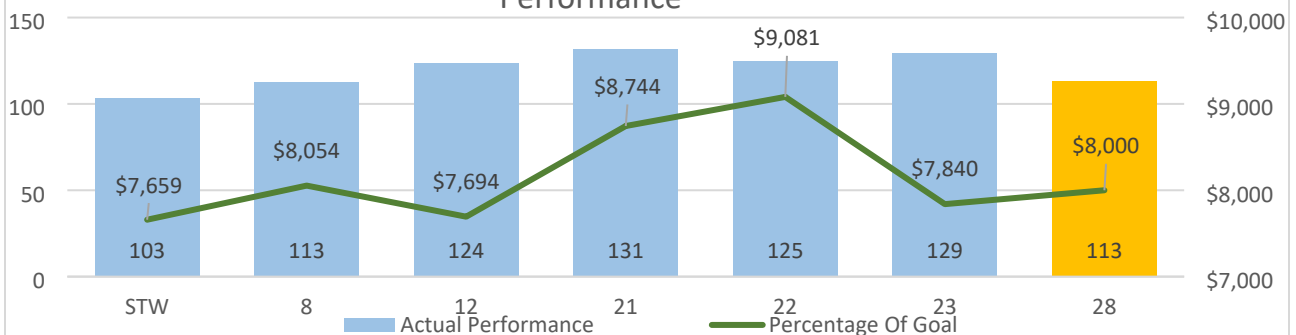
Youth Measurable Skills Gain % of Goal and Actual Performance

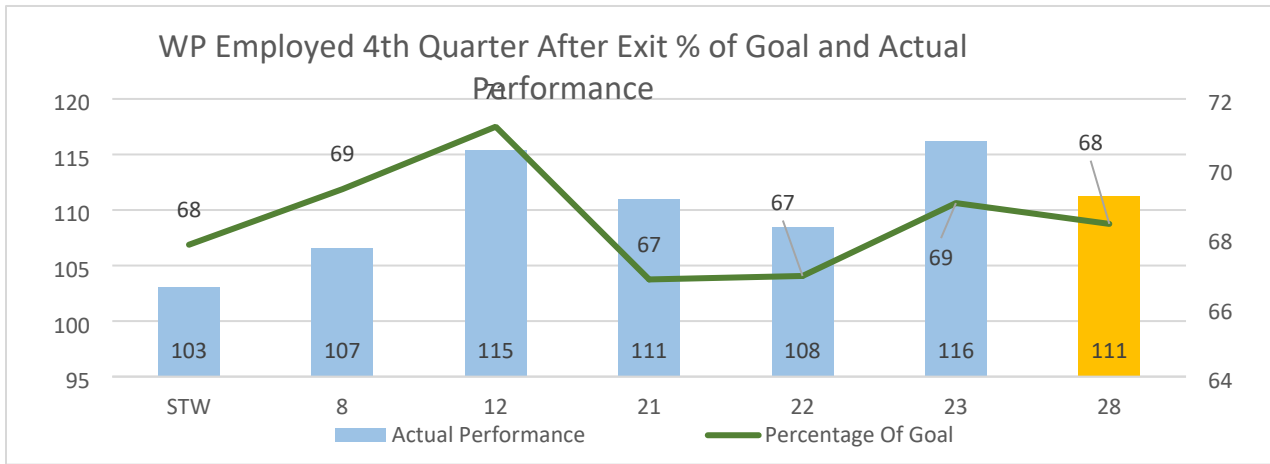


WP Employed 2nd QTR After Exit % of Goal and Actual Performance



WP Median Wage 2nd QTR After Exit % of Goal and Actual Performance





**STW – Statewide**

**Region 8- CareerSource North Florida**

**Region 12- CareerSource Central Florida**

**Region 21- CareerSource Palm Beach**

**Region 22- CareerSource Broward**

**Region 23- CareerSource South Florida**

**Region 28- CareerSource Hillsborough Pinellas**



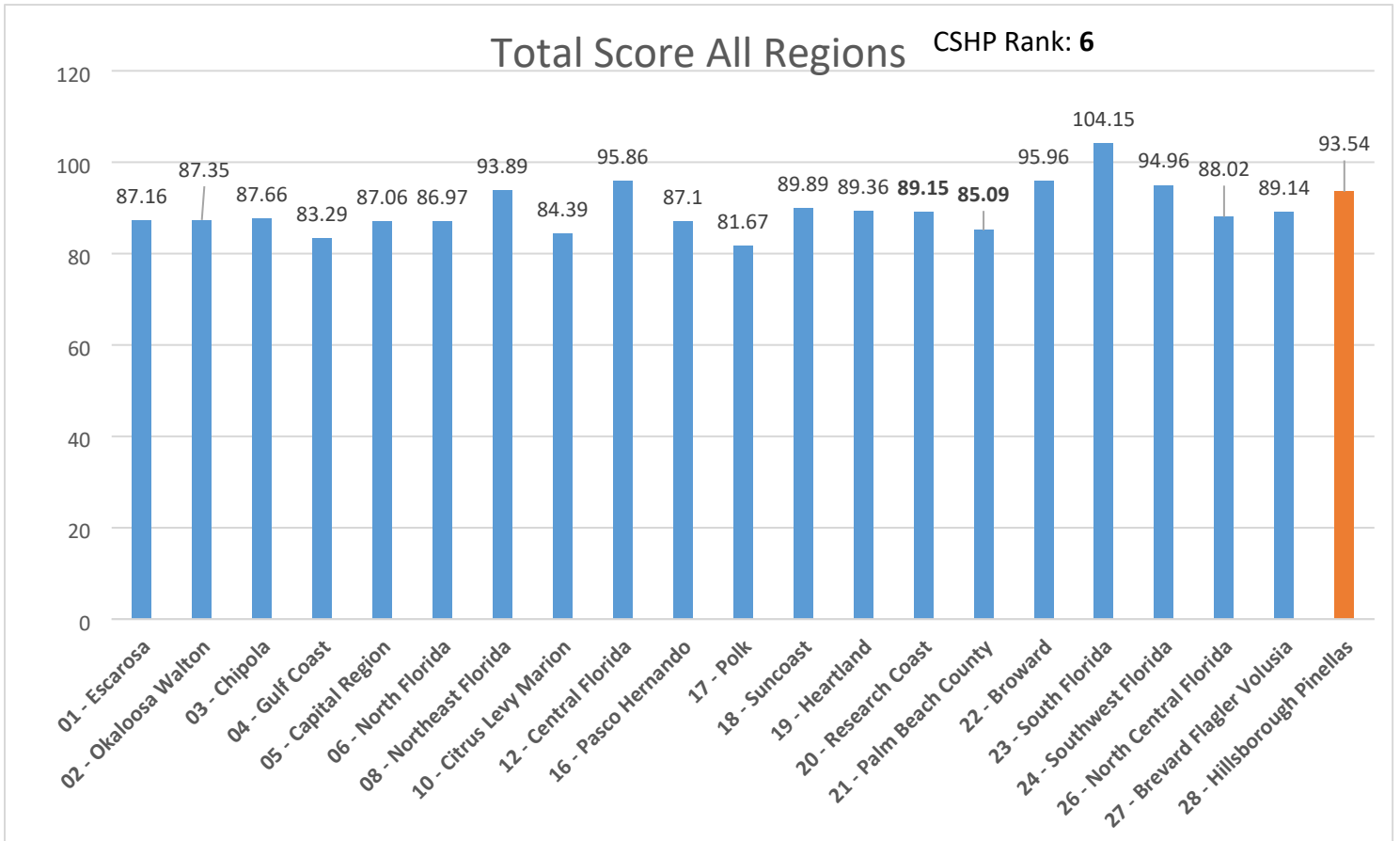
## Information Item

### REACH Performance Review

**Background:** CareerSource Florida Released Program Year 2024-2025 Quarter 2 Letter Grades for all 21 Florida Workforce Regions. Specific performance is reviewed below and is also available at <https://analytics.careersourceflorida.com/LetterGrades>.

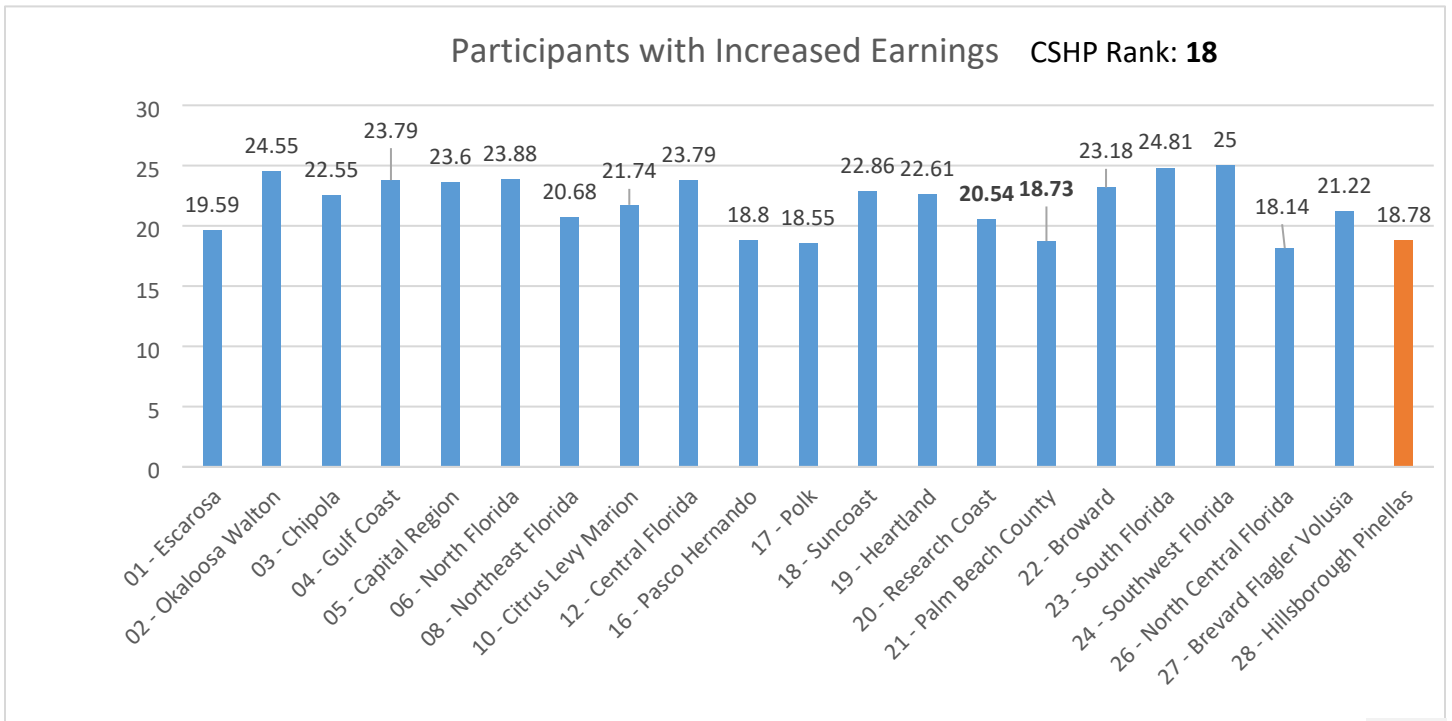
Region	Final Score	Letter Grade	Rank
01 - CareerSource Escarosa	87.16	B+	14
02 - CareerSource Okaloosa Walton	87.35	B+	13
03 - CareerSource Chipola	87.66	B+	12
04 - CareerSource Gulf Coast	83.29	B	20
05 - CareerSource Capital Region	87.06	B+	16
06 - CareerSource North Florida	86.97	B	17
08 - CareerSource Northeast Florida	93.89	A	5
10 - CareerSource Citrus Levy Marion	84.39	B	19
12 - CareerSource Central Florida	95.86	A	3
16 - CareerSource Pasco Hernando	87.10	B+	15
17 - CareerSource Polk	81.67	B-	21
18 - CareerSource Suncoast	89.89	B+	7
19 - CareerSource Heartland	89.36	B+	8
20 - CareerSource Research Coast	89.15	B+	9
21 - CareerSource Palm Beach County	85.09	B	18
22 - CareerSource Broward	95.96	A	2
23 - CareerSource South Florida	104.15	A+	1
24 - CareerSource Southwest Florida	94.96	A	4
26 - CareerSource North Central Florida	88.02	B+	11
27 - CareerSource Brevard Flagler Volusia	89.14	B+	10
<b>28 - CareerSource Hillsborough Pinellas</b>	<b>93.54</b>	<b>A</b>	<b>6</b>

## Total Region Score



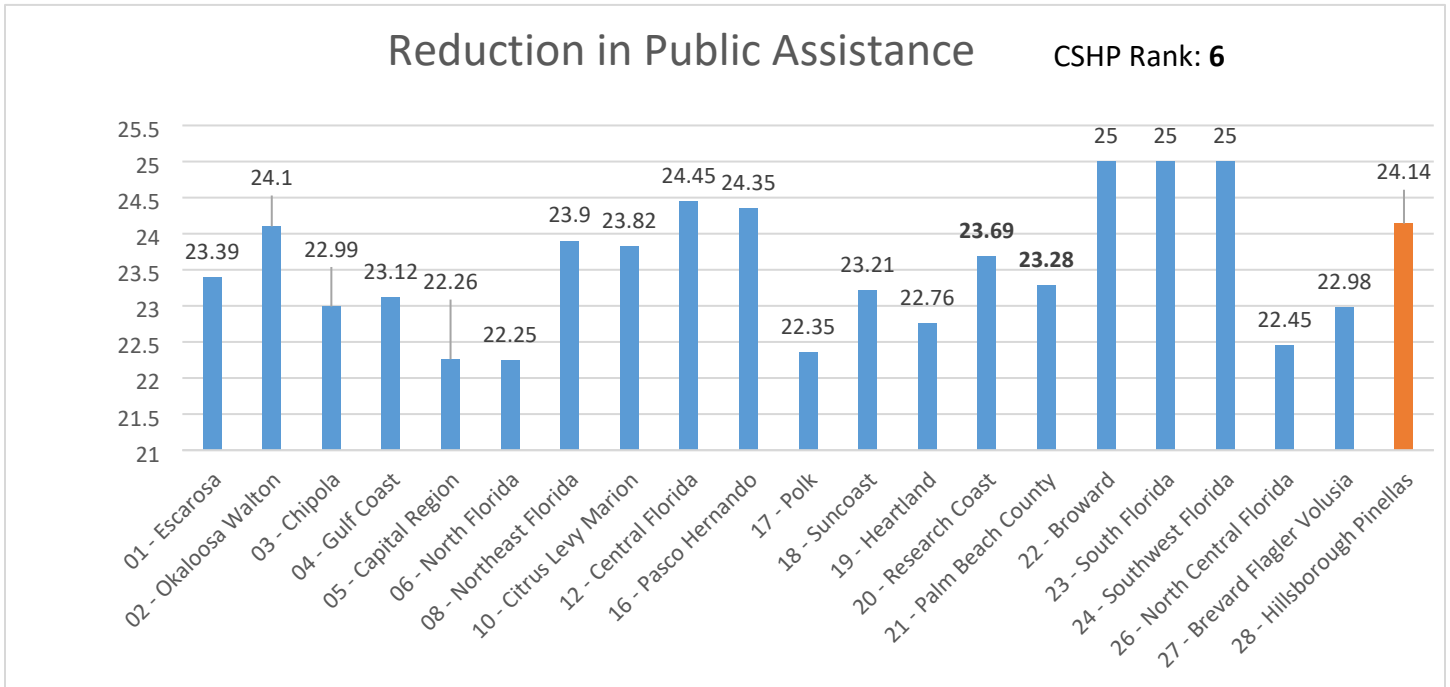
## Measure 1- Participants with Increased Earnings

The percentage of participants who earned more in the second quarter after exit than before their engagement with the local workforce development board.



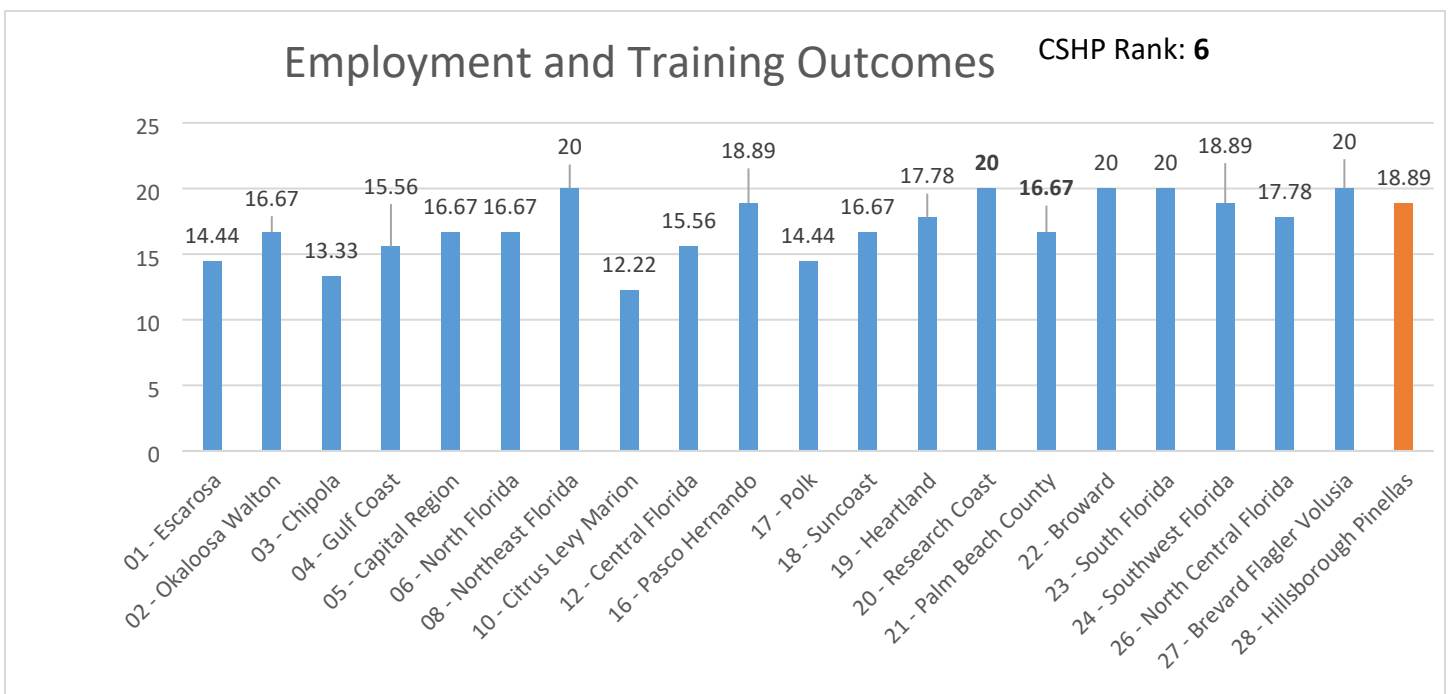
## Measure 2 – Reduction in Public Assistance

The percentage of exiters who received SNAP or TANF benefits during their engagement with the local workforce development board who were no longer receiving SNAP or TANF benefits in the fourth quarter after exit.



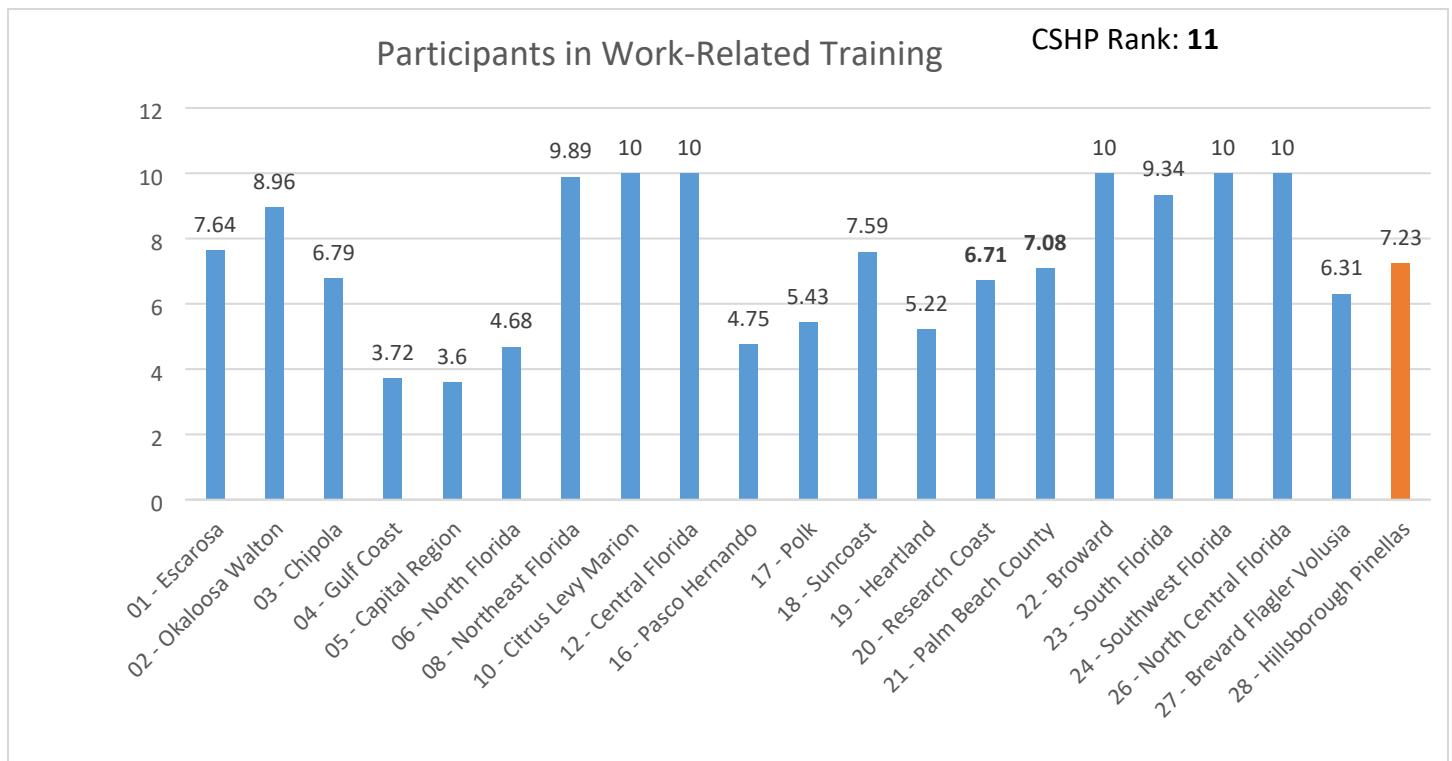
## Measure 3 – Employment and Training Outcomes

Comprises the local workforce development board’s existing 18 federal accountability measures.



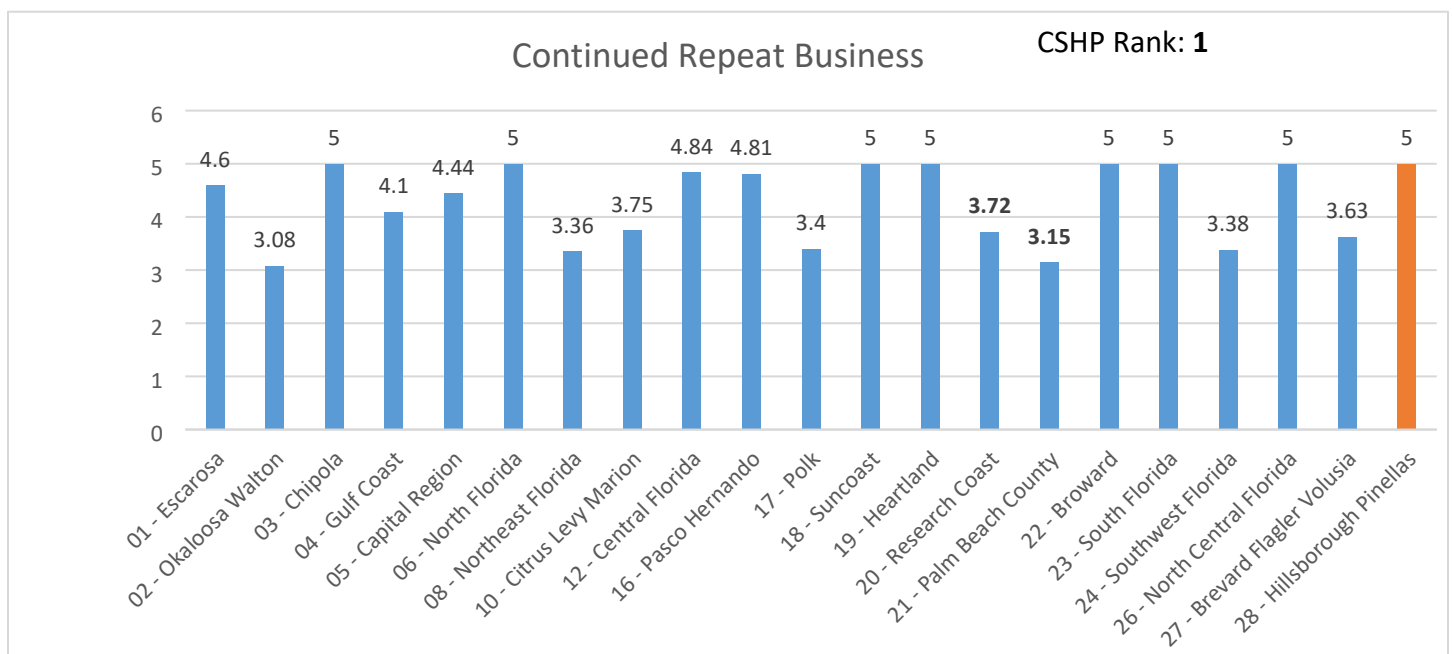
## Measure 4 – Participants in Work-Related Training

The percentage of all job seekers who were enrolled in work-related training.



## Measure 5- Continued Repeat Business

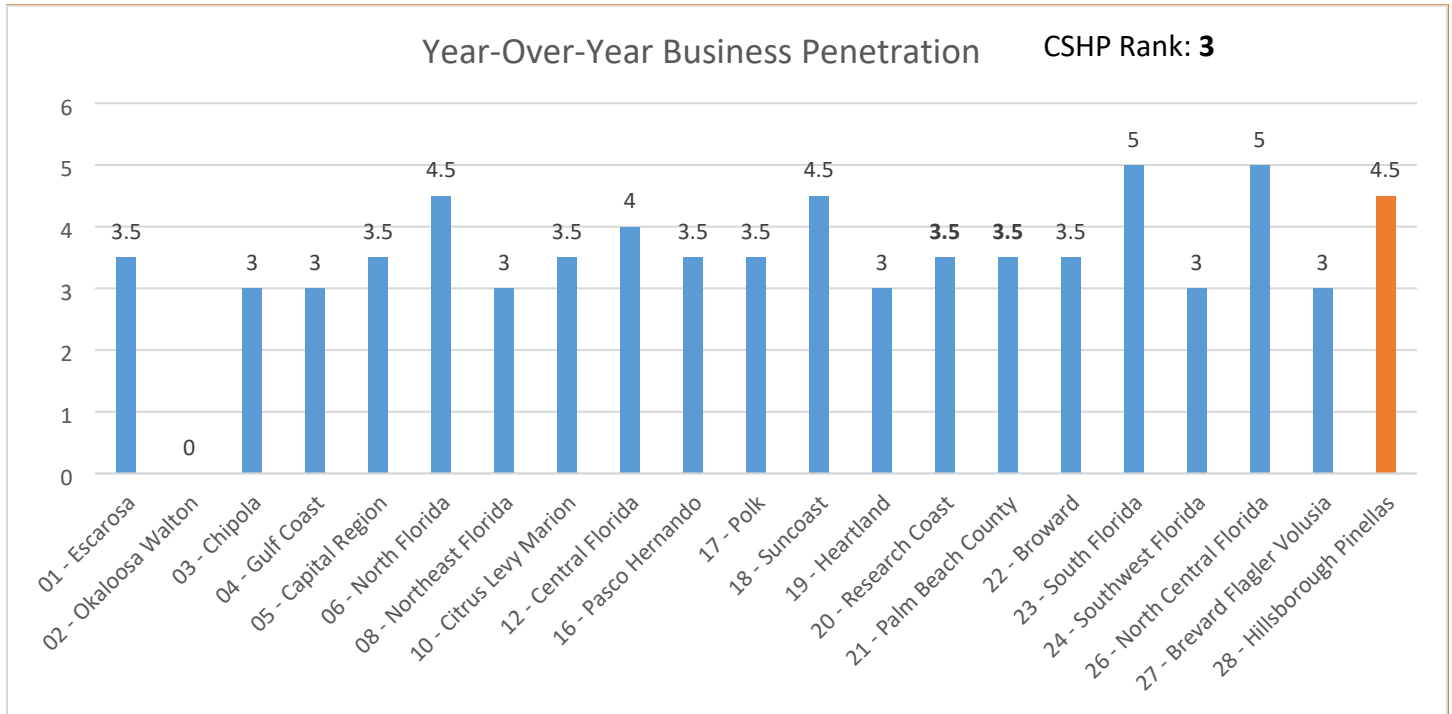
Percentage of employers served in prior three years that continued to be served in the current program year.



## Measure 6 - Year-Over-Year Business Penetration

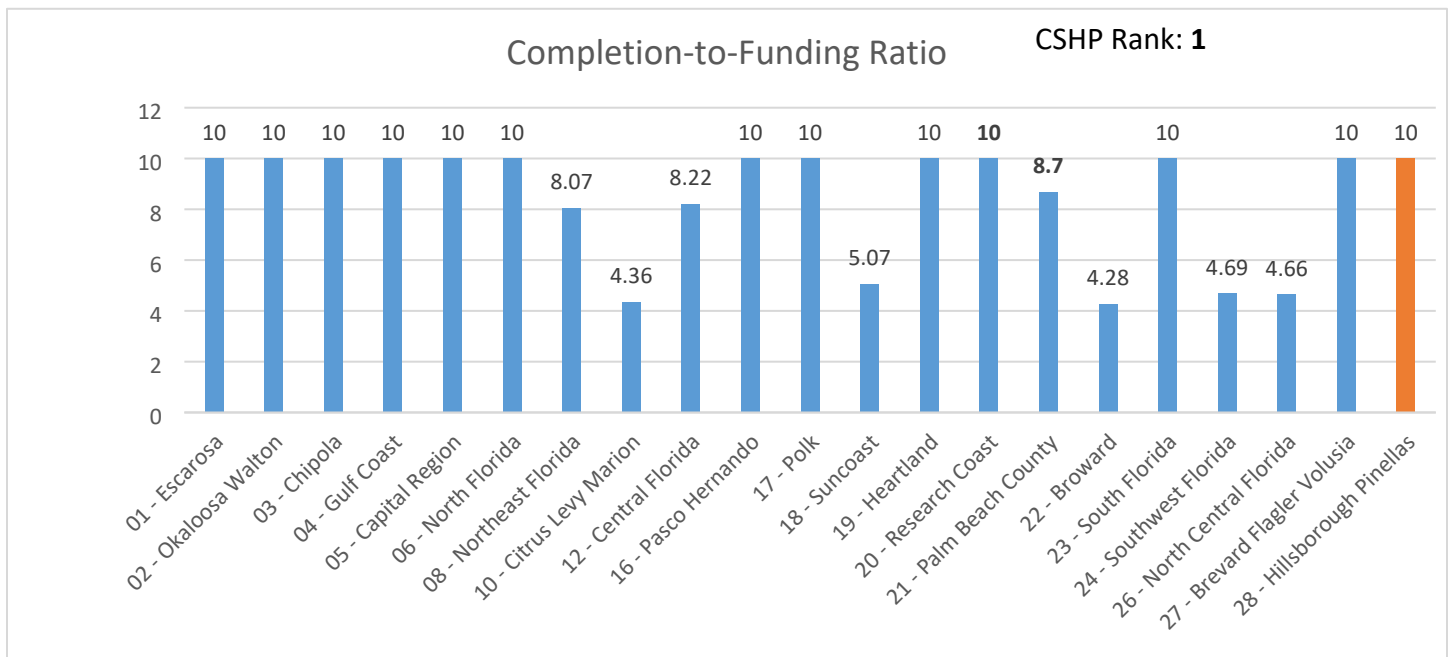


Compares the percentage of employers served this year to the total number of active employers assigned to CSTB in Employ Florida to the percentage served in the prior year.



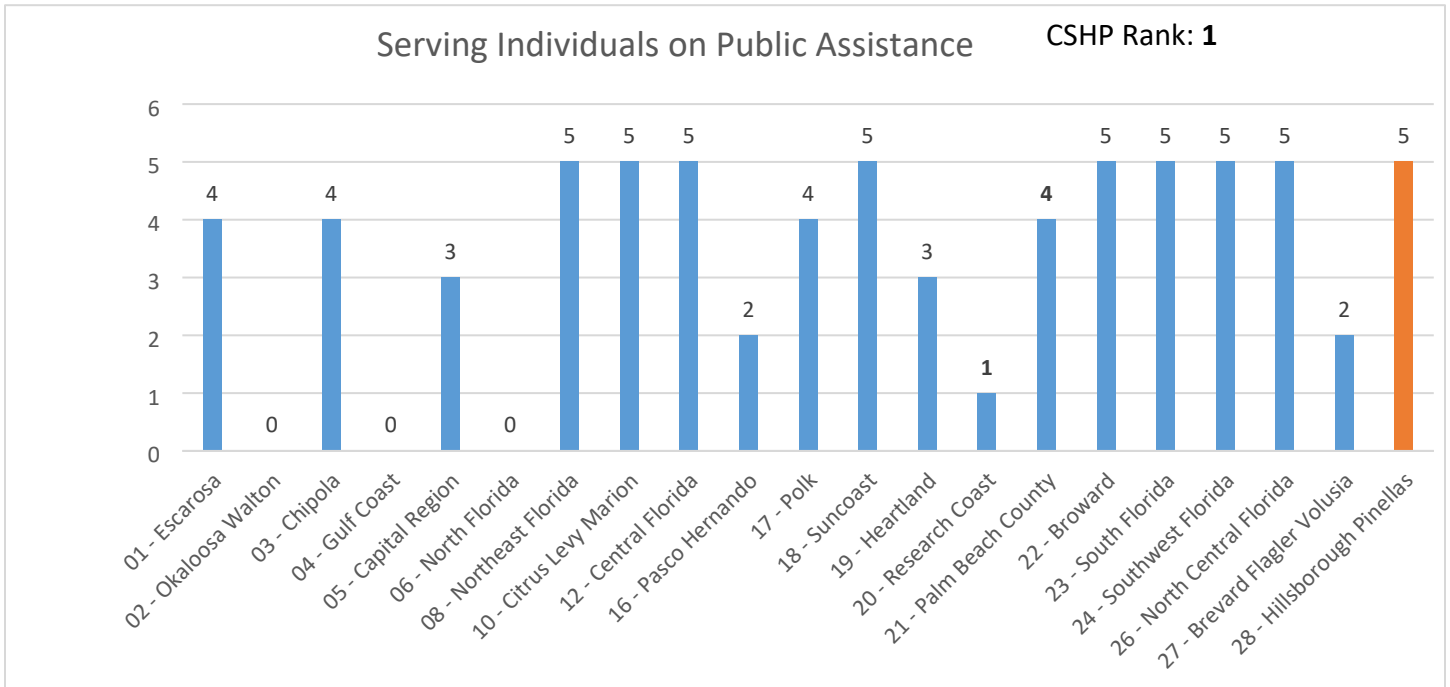
### Measure 7 – Completion-to-Funding Ratio

Compares a local workforce development board’s share of statewide WIOA and Wagner-Peyser exiters with the local workforce development board’s share of statewide funding allocations.



## Extra Credit Measure - Serving Individuals on Public Assistance

Awards up to five percentage points toward the total grade based on the percentage of customers receiving SNAP or TANF benefits.



## CareerSource Hillsborough Pinellas Metric Data

Metric	Metric Category	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met <sup>1</sup> (%)	Weighted Performance <sup>2</sup> (%)
1. Participants with Increased Earnings	Employment and Training Services, Self-Sufficiency	0.25	3,830	10,199	37.55	-	50.00	75.10	<b>18.7750</b>
2. Reduction in Public Assistance	Employment and Training Services, Self-Sufficiency	0.25	4,055	8,399	48.28	-	50.00	96.56	<b>24.1400</b>
3. Employment and Training Outcomes	Employment and Training Services	0.20	17	18	94.44	-	100.00	94.44	<b>18.8880</b>
4. Participants in Work-Related Training	Training Services	0.10	3,353	18,544	18.08	-	25.00	72.32	<b>7.2320</b>
5. Continued Repeat Business	Business Services	0.05	3,656	9,365	39.04	-	35.00	100.00	<b>5.0000</b>
6. Year-Over-Year Business Penetration	Business Services	0.05	-	-	-	2.81	100.00	90.00	<b>4.5000</b>
PY 2023-2024 Business Penetration		-	5,514	55,843	9.87	-	-	-	-
PY 2024-2025 Business Penetration		-	7,246	57,144	12.68	-	-	-	-
7. Completion-to-Funding Ratio	Employment and Training Services	0.10	15.23	11.31	100.00	-	100.00	100.00	<b>10.0000</b>
Exiters: Local Board (N) / Statewide (D)		-	11,706	76,854	15.23	-	-	-	-
Budget: Local Board (N) / Statewide (D)		-	\$16,241,182	\$143,574,779	11.31	-	-	-	-
Extra Credit: Serving Individuals on Public Assistance	Employment and Training Services, Self-Sufficiency	Up to 0.05 points	11,041.00	19,575	56.40	-	-	-	<b>5</b>
								<b>TOTAL</b>	<b>93.54</b>

<sup>1</sup> Percentage of Target Met for the Business Penetration metric is based on year-over-year percentage point difference as follows:

- ≥ 4 = 100%
- 2 to < 4 = 90%
- 0 to < 2 = 80%
- 2 to < 0 = 70%
- 4 to < -2 = 60%
- 6 to < -4 = 40%
- 8 to < -6 = 20%
- < -8 = 0%

<sup>2</sup> Weighted Performance for the Extra Credit Metric are extra credit points awarded based on the rate as follows:


- ≥ 55% = 5 points
- 51% to < 55% = 4 points
- 49% to < 51% = 3 points
- 47% to < 49% = 2 points
- 45% to < 47% = 1 point



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