



Get in the know! Learn the steps to become an approved Workforce Innovation and Opportunity Act (WIOA) Eligible Training Provider in Alabama

STEP 1: Visit the Alabama Department of Commerce website at www.madeinalabama.gov.

STEP 3: Click on the **Eligible Training Provider List** information. This will take you to the page where the list of approved providers is and where the application documents and directions are located.

STEP 2: identify the search box in the upper right hand corner of the page. Type “**Eligible Training Provider**” into the search box and hit enter.

STEP 4: Scroll down and click on “**WIOA Training Provider Directive and Policy Memo**”. This document provides information on the application process and provides contact information for Department of Commerce staff who can assist you with your application.

STEP 5: There are two sections to the application package. Click on “**WIOA Training Provider Application**” and on “**WIOA Program Application**”. Complete the required information and submit your application to the Alabama Department of Commerce.

STEP 6: Maintain a copy of the application for your records along with documentation related to your data on completions, job placements and other information represented on the application. Mobile County ONLY: If you are planning to train jobseekers from Mobile County, please submit a letter to: Mr. Sydney Raine, President, Mobile Works, Inc. P.O. Box 70135 Mobile, AL 36670 .Please detail the type of training you are seeking to provide, where your program is located and what the cost for your training is. This will make us aware of your application.