



**Mark Gordon**  
Governor

# State of Wyoming

## Department of Workforce Services

Office of the Director  
5221 Yellowstone Road  
Cheyenne, Wyoming 82009  
307.777.8650 ▪ Fax: 307.777.5857  
[www.wyomingworkforce.org](http://www.wyomingworkforce.org)



**Elizabeth Gagen, J.D.**  
Director

**Jason Wolfe**  
Deputy Director

---

### MEMORANDUM

**To:** WWDC Strategic Performance & Finance Committee  
**From:** Lacey LaVake, WIOA Program Manager  
**Date:** June 13, 2024  
**Re:** Eligible Training Provider Review

Per the Eligible Training Provider List (ETPL) Policy, the Wyoming Workforce Development Council (WWDC) Strategic Performance & Finance Committee must review all programs on the ETPL on an annual basis to add, renew, and remove programs. Information about the programs may be found [here](#).

**Staff Recommendation:** Approve and add 6 new programs offered by All Seasons CDL, and Carbon County Higher Education Center. Not recommended are 15 new programs offered by QS Academy, HR Cert Prep Pros, American Electrical Innovations, LTD, and one from All Seasons CDL.

#### **Recommended New Program Approvals:**

##### **All Seasons CDL**

- Introduction to Tractor-trailer Driving
- Introduction to CDL B Driving
- 24 Hour Manual CDL Course
- 10 Hour CDL A Refresher Course
- 10 Hour CDL B Course

##### **Carbon County Higher Education Center**

- Phlebotomy Principles
-



**Mark Gordon**  
Governor

# State of Wyoming Department of Workforce Services

Office of the Director  
5221 Yellowstone Road  
Cheyenne, Wyoming 82009  
307.777.8650 ▪ Fax: 307.777.5857  
www.wyomingworkforce.org



**Elizabeth Gagen, J.D.**  
Director  
**Jason Wolfe**  
Deputy Director

## New Programs not recommended to add to ETPL:

### **QS Academy**

- Healthcare Information Management Bootcamp
- Healthcare Information Technology Bootcamp
- Medical Billing and Coding Specialist
- Surgical Tech
- Phlebotomy Technician Bootcamp
- Sterile Processing Technician Bootcamp

### **All Seasons CDL**

- Hourly Training- 3 hour minimum

### **HR Cert Prep Pros**

- HR Certification Prep Course / aPHR
- HR Certification Prep Course / PHR
- HR Certification Prep Course / SPHR
- HR Certification Prep Course / SHRM-CP
- HR Certification Prep Course / SHRM-SCP

### **American Electrical Innovations Ltd.**

- Electrical Test Prep
- Electrical Curriculum LV 1-4
- Electrical Continuing Education

**Recommended Motion:** I move to approve 7 new programs programs that have projected growth in Wyoming, for the ETPL program year 2024-2025. I recommend that the Counsel not add programs proposed by QS Academy, HR Cert Prep Pros, American Electrical Innovations, LTD, and one program from All Seasons CDL.

### **Alternative Motion:**

I move to approve the following programs: \_\_\_\_\_

\_\_\_\_\_

I move to not approve of the following programs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_