

Appendix B

Illinois Workforce Pell Application Elements DRAFT

SECTION 1 — PROVIDER INFORMATION

A. Provider Information

1. Legal Entity Name
2. FEIN
3. Organization Type (Public Institution / Private Nonprofit / Private For-Profit / Other)
4. Institution OPEID (if applicable)
5. State of Legal Authorization
6. Program Participation Agreement Expiration Date
7. Accreditation Agency (institutional)
8. Upload accreditation documentation (PDF)
9. Financial Health of the Institution (completed GASB or FASB Forms 2 and 3)

B. Provider Address & Contact

10. Physical Address
11. Training Site Address(es)
12. City, State, ZIP
13. Primary Contact Name
14. Primary Contact Email & Phone

C. Title IV Compliance History

15. Have you been subject to suspension, emergency action, or termination under Title IV within the past 5 years? Y/N

SECTION 2 — PROGRAM INFORMATION (SCREENER)

A. Program Overview

16. Program Name
17. Program Description
18. CIP
19. Program Start Date(s)

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20. Date Program First Operated (in compliance with the Illinois Workforce Pell Program Determination Requirements) requirements, must be ≥ 12 months old for Secretary approval)
21. Type of Program (Certificate, Non-credit Occupational, RA Component, Other)
22. If Registered Apprenticeship program, Certificate of Registration for the Registered Apprenticeship Program
23. If Registered Apprenticeship program, Official RAPIDS registration information or registration number

B. Instructional Structure

24. Length in Weeks (must be 8–14)
25. Credit or Noncredit?
 - a. Clock Hours (150–599) OR
 - b. Semester/Trimester Hours (4–15) OR
 - c. Quarter Hours (6–23)
26. Delivery Method (In-person / Online / Hybrid)
27. Does the program include any correspondence, study abroad, or direct assessment coursework? (Must be NO)
28. Attestation: The institution attests that no more than 25% of instruction is offered by an ineligible institution or organization through a written agreement, unless the written arrangement is part of a Registered Apprenticeship.

SECTION 3 – CURRICULUM & COMPETENCIES

A. Curriculum Evidence

29. Curriculum outline
30. List competencies & learning outcomes

B. Assessment Used for Credentialing

31. Describe assessment(s) required for program completion (must be valid/recognized for stackability).
32. Credential Name
33. Credential Type (industry certification, license, RA Certificate of Completion, certificate, etc.)
34. Issuing Body (must be recognized authority)

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35. Documentation of portability (accepted by >1 employer or industry standard)

C. Stackability Requirements

36. Identify next credentials in pathway

37. Upload documentation showing how credential is a building block toward higher credentials (program maps, crosswalks).

SECTION 4 — ARTICULATION & CREDIT AWARD

A. Credit Award Mapping

38. Upload crosswalk showing competencies → academic courses

39. Number of credit hours granted

40. Receiving institution(s)

B. Written Credit Agreements

41. Upload signed articulation/transfer agreements (MOU, consortium agreement, credit transfer policy)

42. Agreements must include:

- a. Courses/credits accepted
- b. Degree applicability
- c. Conditions (min grade, sequencing)

SECTION 5 – OCCUPATIONAL ALIGNMENT

A. Eligible Occupation Verification

43. SOC Code(s) (6-digit): Occupation(s) that the program prepares students for.

44. Is the occupation on the Illinois in-demand list? Y/N

45. Expected wages for students when they exit and enter employment in the region.

46. Geographic Scope of Program

B. Employer Validation

47. Evidence for Meeting the Demand of Employers.

48. Evidence for Competency Alignment.

49. Employer Letter(s)

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50. Indicate if you would like this program to be approved for inclusion on the WIOA Eligible Training Provider List.

SECTION 6 — PROGRAM COSTS

A. Tuition & Fees

51. Tuition

52. Required Fees (itemized)

53. Books & Supplies

54. Total Published Tuition & Fees

55. *Link to Published Tuition and Fees*

56. Describe how students are provided with financial aid literacy.

B. Attestation on Cost Structure

57. Institution acknowledges tuition/fees must not exceed the annual value-added earnings metric for continued eligibility.

SECTION 7 — PERFORMANCE & OUTCOME DATA

A. Completion Rate ($\geq 70\%$)

(Measured within 150% normal time; mandatory for §690.94 approval.)

58. Completion Rate (%)

59. Methodology

B. Job Placement Rate ($\geq 70\%$)

(Measured in second quarter after exit; in-field after 2028–29.)

60. Placement Rate (%)

61. Methodology

62. *Link to IBHE/ICCB Data Collection Process for Wage Matching*

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SECTION 8 — NON-FEDERAL AID MONITORING PLAN AND STUDENT SUPPORT

A. Monitoring Procedures

63. Describe how you will track non-Federal aid awards.
64. Describe how you will reduce non-Federal aid or return Pell funds when aid \geq COA.

B. Student COA Adjustment Process

65. Upload cost-of-attendance policies.
66. Upload professional judgment policy (must prevent inflation for Pell eligibility).

C. Student Aid Support

67. Proposed student-facing disclosures on credit transfer
68. Proposed Pell-only aid limitation (no loans, FWS, FSEOG)
69. Proposed Statement that students cannot receive concurrent Pell for any other program (§690.11)
70. Proposed advising script used by staff
71. Program webpage screenshots with disclosures

SECTION 9 — ATTESTATIONS

Under §§690.96–97, programs may lose eligibility for:

72. Falling below 70% completion or placement
73. Tuition/fees exceeding value-added earnings
74. Value-added earnings ≤ 0
75. Loss of Governor approval

Institution Attestation

76. Acknowledge loss-of-eligibility rules
 77. Acknowledge 2-year prohibition on re-approval for substantially similar programs
 78. Acknowledge documentation required for reinstatement
80. The authorized signatory attests that:
- All information is true and complete

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- Provider agrees to all reporting and data-sharing requirements
- Provider understands performance requirements and potential loss of eligibility
- Provider understands tuition/fee compliance with value-added earnings
- Provider agrees to maintain all documentation for audit and federal review