

April 23, 2018

Workforce Development Council Members,

At the Workforce Development Council (WDC) meeting on May 2 in Huron, the Council will be approving training programs eligible for the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth program funding. The process to approve the Eligible Training Provider List (ETPL) is completed annually.

WIOA strives to provide informed consumer choice, job driven training program, provider performance and continuous improvement. WIOA training funds are for the provision of training services directed towards high demand occupations and training programs allowing WIOA Adult, Dislocated Worker, and Youth participants to earn a credential within two years of beginning their studies. Training providers may include three categories:

- **Category 1:** An institution of higher education with a program resulting in a recognized post-secondary credential.
- **Category 2:** An entity with program registered under the National Apprenticeship Act.
- **Category 3:** A public or private provider of a training service program, including joint labor-management organizations and eligible providers of adult education and literacy activities under Title II, if such activities are provided in combination with occupational skills training.

A training provider in Category 1 or Category 3 must be approved by the Council. A Category 2 training provider may be included and maintained on the ETPL with an active Registered Apprenticeship program.

The Department of Labor and Regulation (DLR) Workforce Training staff created this packet of ETPL applicants for your review and approval. Applicants in this packet are broken into two sections, continued applications and initial applications.

Continued applications are training providers who have been ETPL approved previously. Training providers can be removed from the ETPL if they fail to meet the minimum performance requirement for two consecutive years, or fail to provide required data or performance information. The minimum performance requirement is a 20 percent program completion rate or higher. Six programs did not meet the completion rate, but this has not occurred for two consecutive years. Four programs did not submit data. DLR recommends keeping all current programs who provided data on the list and removing programs that did not submit data. The following continued applications did not meet the completion rate, but DLR recommends approval for continuation:

<i>Provider: Program Title</i>	<i>Total Served</i>	<i>Completed</i>	<i>Completion Rate</i>
Southeast Technical Institute: Administrative Assistant-AS	3	0	0%
Southeast Technical Institute: Computer Programming On-Line-AS**	49	9	18%
Southeast Technical Institute: Electronics Technology-AS**	18	1	6%
WDC Bookkeeping Diploma-Diploma*	25	4	16%
WDC HVAC-Refrigeration Technology-AS**	22	4	18%
WDC Office Professional -Diploma	6	0	0%

*May be low due to cohort not completing in the timeframe.

**Indicates Build Dakota approved program.

Programs that did not submit data and DLR does not recommend continuation include National American University (NAU) Accounting, NAU Certified Nursing Assistant, NAU Information Technology and NAU Medical Assisting.

Initial application information for consideration includes program length, program cost, student completion rate, anticipated starting wage, opening to candidate ratio, deemed a “hot career” and Build Dakota approved programs. July of 2017, the WDC agreed any Build Dakota approved program application for the ETPL may automatically be included. Based on this information and the ability of the curriculum to prepare participants for immediate employment.

DLR recommends approving the following programs for the ETPL:

<i>Provider</i>	<i>Program Title</i>
Southeast Technical Institute	Accounting Online
	Bookkeeping Certificate
	Information Technology Security
	Software Support Specialist
	Welding Certificates: Flux Core Arc, Gas Tungsten Arc, Gas Metal Arc, Shielded Metal Arc
Lake Area Technical Institute	DCAT ThinkBIG Diesel
Loenbro	Facilities Maintenance, Electrical
Avera Education and Staffing Solutions	Certified Nursing Assistant Program
Avera School of EMS	EMT program
	Paramedic
Mitchell Technical Institute	Agronomy
	Animal Science
	Diesel Power Technology
	Medical Laboratory Technology
	Powerline Construction and Maintenance
Western Dakota Technical Institute	Automotive Technology
	Class B Commercial Driver’s License
	Diesel Technology

The enclosed packet also includes Labor Market Information (LMI) sources and further explanation of anticipated starting wage, openings to candidate ratio and “hot career” classification.

This is not a small amount of information, thus we are providing it in advance for your review. Questions may be brought to the meeting on May 2. Thank you for your assistance in the process.

Sincerely,



Kendra Ringstmeyer
Workforce Training Director

Enclosure

ETPL Continued Applications

Provider Name	Program	Total Served	Total Completers	Overall Completion Rate	Build Dakota
Lake Area Technical Institute					
	Automotive	30	20	67%	X
	Building Trades Technology-AS	14	7	50%	X
	Computer Information Systems-AS	18	9	50%	X
	Custom Paint & Fabrication-Diploma	36	18	50%	X
	Custom Paint & Fabrication-AS	36	12	33%	X
	Diesel Technology-AS	79	75	95%	X
	Electronic System Technology-AS	5	3	60%	X
	Energy Technology-AS	11	9	82%	X
	Energy Operation-AS	7	3	43%	X
	Environmental Technology-Diploma	15	10	67%	X
	Environmental Technology-AS	15	10	67%	X
	Financial Services-AS	8	5	63%	
	Heavy Equipment Operator-Diploma	22	20	91%	X
	Heavy Equipment Operator-AS	22	20	91%	X
	Law Enforcement-AS	23	13	57%	
	Medical Assisting-AS	17	11	65%	
	Medical Laboratory Technician-AS	19	5	26%	X
	Practical Nursing-Diploma	70	52	74%	X
	Precision Machining-AS	24	18	75%	X
	Robotics-AS	9	6	67%	X
	Welding-Diploma	35	31	89%	X
	Welding-AS	10	10	100%	X
Mitchell Technical Institute					
	Accounting-AS	18	8	44%	
	Administrative Office Specialist-AS	19	9	47%	
	Ag Business-AS	83	26	31%	
	Architectural Design & Building Const.-AS	39	14	36%	X
	Automated Controls/SCADA-AS	33	13	39%	X
	Butler Edge-AS	15	7	47%	

* Completion rate could be skewed due to the inclusion of Accounting students.

ETPL Continued Applications

Commercial Drivers License-License	148	127	86%	
Electrical Construction and Maintenance-AS	73	33	45%	X
Electrical Utilities Substation Technology-AS	12	12	100%	X
GPS/GIS Mapping Technology-Diploma	8	4	50%	X
Heating and Cooling Technology-AS	27	12	44%	X
Heating and Cooling Technology-Diploma	27	12	44%	X
Information Systems Technology-AS	34	18	53%	X
Licensed Practical Nurse-Diploma	<i>No Data Until May</i>	0	-	X
Medical Assistant-AS	38	16	42%	
Medical Laboratory Technology-AS	27	12	44%	X
Power Sports and Marine Technology-AS	32	17	53%	
Precision Ag Technology-AS	22	13	59%	X
Professional Truck Driving-License	2	2	100%	
Telecommunications-AS	35	16	46%	X
Utilities Technology-AS	9	9	100%	
Welding Manufacturing Technology-Diploma	58	27	47%	X
Welding Manufacturing Technology Machining-AS	58	27	47%	X
Welding Manufacturing Technology Advanced Welding	58	27	47%	X
Wind Turbine Technology-AS	16	8	50%	X

Southeast Technical Institute

Accounting-AS	55	21	38%	
Administrative Assistant-AS	3	0	0%	
Architectural Engineering-AS	53	17	32%	
Automotive Technology-AS	76	17	22%	X
Automotive Technology-Dipoma	76	17	22%	
Certified Nursing Assistant-Cert	43	29	67%	
Civil Engineering-AS	26	11	42%	X
Collision Repari and Refinish Tech-AS	43	14	33%	X
Commercial Drivers License	20	15	75%	
Computer Programming-AS	56	17	30%	X
Computer Programming On-Line-AS	49	9	18%	X
Computer Technician	19	4	21%	
Construction Management-AS	35	9	26%	X

* Completion rate could be skewed due to the inclusion of Accounting students.

ETPL Continued Applications

Diesel Technology-Diploma	60	17	28%	
Diesel Technology-AS	60	17	28%	X
Diesel Technology Agriculture/Construction-Diploma	<i>No Data Until May</i>	0	-	
Diesel Technology Agriculture/Construction-AS	<i>No Data Until May</i>	0	-	X
Electrician-AS	37	10	27%	X
Electronics Technology-AS	18	1	6%	X
Financial Services-AS	18	8	44%	
Financial Services: Insurance-AS	8	2	25%	
HVAC-AS	32	15	47%	X
Land Survey Science-AS	21	11	52%	X
Law Enforcement Science-AS	78	21	27%	
Licensed Practical Nurse-Diploma	230	125	54%	X
Mechanical Engineering-AS	41	13	32%	X
Mechanical Systems/Plumbing-Diploma	18	14	78%	X
Mechatronics-AS	42	19	45%	X
Network Administrator-AS	63	21	33%	X
Registered Nurse-AS	60	32	53%	X
Residential Heating and Air Conditioning Technology-Diploma	5	2	40%	X
Surgical Technology-AS	41	8	20%	X
System Administrator-AS	19	4	21%	X
Welding-Diploma	44	31	70%	X

Western Dakota Technical Institute

Accounting-AS	25	6	24%	
Bookkeeping Diploma-Diploma*	25	4	16%	
Commercial Drivers License-Class A	28	27	96%	
Computer Aided Design-AS	43	10	23%	X
Computer Science-ITS Diploma	48	10	21%	
Computer Science-Information Technology Specialist	20	10	50%	X
Criminal Justice Law Enforcement Emphasis-AS	<i>No Data Until May</i>	0	-	
Drafting and Machining Technology-AS	7	3	43%	X
Electrical Trades-AS	50	16	32%	X
Environmental Engineering Technician-AS	32	9	28%	X
Health Information Management Coding Speciality-Diploma	25	5	20%	

* Completion rate could be skewed due to the inclusion of Accounting students.

ETPL Continued Applications

Health Information Management Coding Speciality-AS	25	5	20%	
HVAC-Refrigeration Technology-AS	22	4	18%	X
Medical Assisting-Diploma	9	7	78%	
Medical Laboratory Technician-AS	<i>No Data Until May</i>	0	-	X
Office Professional -Diploma	6	0	0%	
Paramedic-AS	76	17	22%	X
Plumbing-Diploma	<i>No Data Until May</i>	0	-	
Practical Nursing-Diploma	168	47	28%	X
Precision Machining Technology-Diploma	10	7	70%	X
Surgical Technology-AS	55	20	36%	X
Welding & Fabricaion-Diploma	39	11	28%	
Welding & Fabricaion-AS	53	29	55%	X
AETech Electrical Training Center-Rapid City				
Electrical Training	19	17	89%	
Career Learning Center of the Black Hills-Rapid City				
Administrative Office Assistant	4	1	25%	
Office and Accounting Assistant	2	2	100%	
Loenbro Technical Institute-Rapid City				
Welding	12	12	100%	
National American University				
Accounting				
Certified Nursin Assistant				
Information Technology				
Medical Assisting				
Regional Technical Education Center, Inc. (RTEC)-Yankton				
Commercial Drivers License	11	11	100%	
Basic Welding	81	81	100%	
CNC Machining	10	10	100%	
The Training Place-Aberdeen				
Commercial Drivers License	22	21	95%	

* Completion rate could be skewed due to the inclusion of Accounting students.

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes
L & S Coding and Education LLC Tucson, AZ	Professional Medical Coding Students learn to use the three HIPAA approved coding books CPT-4, ICD-10-CM, and HCPCS Level II. Students learn how to abstract from a medical record and apply the guidelines from AMA and CMS to choose the correct code to represent what services were provided and prove the medical necessity of the service being billed. Once a student successfully completes the program, they are eligible to sit for the American Academy of Professional Coders (AAPC) National Exam. If the student passes the exam with a grade of 70% or more, they receive their AAPC certificate. If a student fails to pass the national exam, LS Coding & Education guarantees they will remain a student provided they continue to study and participate in the program. The student, will receive tutoring, and be given additional practice tests to help them pass the AAPC National Exam. A student may however have to purchase the next years AAPC books and Coding Reference Books if they crossover into the next year where updated books are required.	36 Weeks	\$3,010	75%	\$25,704 - \$27,721	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	2:3 X
Southeast Technical Institute Sioux Falls, SD	Accounting Online Become a highly-recruited, rewarded and respected Accounting professional! Learn from caring, personable instructors with real-world expertise who will share their secrets to success in this booming career field. In just two years through immersive hands-on instruction you'll learn how to: analyze and interpret financial information, prepare financial statements, conduct audits, design accounting systems, prepare special business and financial studies, prepare forecasts and budgets, provide tax services.	24 Months	\$22,440	24%	\$23,380 - \$30,369	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	63:131 X
	Administrative Assistant Online Administrative assistants have to be fluent in technology including spreadsheets, word processing, databases, reporting software and presentation software. In addition, they need excellent customer service skills since they are often the first person who represents a company to their customers.	24 Months	\$22,845	21%	\$20,950 - \$33,237	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	14:33 X
	Bookkeeping Diploma Bookkeepers manage a company's finances through recording business transactions, billing customers, paying vendors, and tracking cash through reconciliations. Smaller companies may also expect the bookkeeper to assist with payroll. Bookkeepers organize and report a company's financial information so business owners can make informed decisions about how to use its capital. Bookkeepers need strong computer skills as they maintain these records on spreadsheets/accounting software programs. A skilled bookkeeper can present data clearly, communicate effectively with customers and co-workers, and provide analysis assistance to make decisions that positively affect the company's profits.	12 Months	\$8,875	No Data New Fall 2018	\$23,380 - \$30,369	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	63:131 -
	Bookkeeping Certificate Bookkeepers manage a company's finances through recording business transactions, billing customers, paying vendors, and tracking cash through reconciliations. Smaller companies may also expect the bookkeeper to assist with payroll. Bookkeepers organize and report a company's financial information so business owners can make informed decisions about how to use its capital. Bookkeepers need strong computer skills as they maintain these records on spreadsheets/accounting software programs. A skilled bookkeeper can present data clearly, communicate effectively with customers and co-workers, and provide analysis assistance to make decisions that positively affect the company's profits.	9 Months	\$5,500	No Data New Fall 2018	\$23,380 - \$30,369	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	63:131 - X

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes	
Southeast Technical Institute Sioux Falls, SD	Business Administration	24 Months	\$19,792	35%	\$70,103 - \$84,196	Openings/Cand. Ratio	59:33	
	<p>The Business Administration program offers broad training in key business areas – management, marketing, accounting, communication and computers. The program is designed to provide you with the skills and knowledge that can open doors to you in virtually every industry. You could use your skills in a small organization or a large corporate setting – all companies need business people. Your instructors will bring real word experience and practices to the classroom.</p> <p>Students will work to develop skills in effective decision making, problem solving, organizing, and planning. Graduates typically work in entry to mid-level management positions in retail, healthcare, insurance, finance, marketing, non-profit and government.</p>					Hot Career	X	
							Meets Completion Rate	X
							Build Dakota	
							DLR Recommends	
Business Administration Online	24 Months	\$23,192	30%	\$70,103 - \$84,196	Openings/Cand. Ratio	59:33		
<p>The Business Administration program offers broad training in key business areas – management, marketing, accounting, communication and computers. The program is designed to provide you with the skills and knowledge that can open doors to you in virtually every industry. You could use your skills in a small organization or a large corporate setting – all companies need business people. Your instructors will bring real word experience and practices to the classroom.</p> <p>Students will work to develop skills in effective decision making, problem solving, organizing, and planning. Graduates typically work in entry to mid-level management positions in retail, healthcare, insurance, finance, marketing, non-profit and government.</p>						Hot Career	X	
						Meets Completion Rate	X	
						Build Dakota		
						DLR Recommends		
Business Administration: Human Resources	24 Months	\$19,792	58%	\$35,910 - \$41,721	Openings/Cand. Ratio	26:23		
<p>Same Description as Business Administration and in place of 5 Technical electives students would take: Project Management, HR Comp and Benefits, Human Resource Law, Payroll, Ethical Decision Making.</p>						Hot Career	X	
						Meets Completion Rate	X	
						Build Dakota		
						DLR Recommends		
Business Administration: Management	24 Months	\$19,792	40%	\$70,103 - \$84,196	Openings/Cand. Ratio	59:33		
<p>Same description as Business Administration and in place of 3 Technical electives students would take: Supervisory Management, Project Management, Ethical Decision Making</p>						Hot Career	X	
						Meets Completion Rate	X	
						Build Dakota		
						DLR Recommends		
Digital Media Production Technology	24 Months	\$20,658	32%	\$38,832	Openings/Cand. Ratio	1:1		
<p>In movies, animation, even television and commercials—we see animation, characters, digital media and special effects around us in everything we watch. The Digital Media Production program at Southeast Tech provides students the building blocks to create the infinite variety of media we see around us every day. Through top industry software from Adobe, Autodesk and Apple, our students build two- and three-dimensional creations. They add special effects to animation and to video.</p>						Hot Career		
						Meets Completion Rate	X	
						Build Dakota		
						DLR Recommends		
Early Childhood Specialist Associates	24 Months	\$18,277	44%	\$22,021 - \$25,866	Openings/Cand. Ratio	22:5		
<p>Early Childhood professionals work with children in childcare centers, public and private school early childhood programs, preschools, Head Start programs or private childcare centers. You'll develop skills in understanding and effectively working with the social, emotional, cognitive and physical development of young children. Graduates can seamlessly build on their Southeast Tech degree with a Bachelor of Science in Elementary Education from the University of Sioux Falls or a Bachelor of Science in Early Childhood Program Management from Bellevue University.</p>						Hot Career		
						Meets Completion Rate	X	
						Build Dakota		
						DLR Recommends		

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes	
Southeast Technical Institute Sioux Falls, SD	Early Childhood Support Diploma	12 Months	\$8,869	25%	\$22,021 - \$25,866	Openings/Cand. Ratio Hot Career	22:5	
	<p>Early Childhood professionals work with children in childcare centers, public and private school early childhood programs, preschools, Head Start programs or private childcare centers. You'll develop skills in understanding and effectively working with the social, emotional, cognitive and physical development of young children. Graduates can seamlessly build on their Southeast Tech degree with a Bachelor of Science in Elementary Education from the University of Sioux Falls or a Bachelor of Science in Early Childhood Program Management from Bellevue University.</p>						Meets Completion Rate Build Dakota	X
							DLR Recommends	
	ENDT	24 Months	\$30,674	50%	\$29,967 - \$41,395	Openings/Cand. Ratio Hot Career	5:1	
	<p>Electroneurodiagnostic (END) Technologists record and study the science of the electrical activity of the brain and spinal activity. Working with both doctors and patients, END technologists develop a good rapport with patients, comforting them during procedures. They understand neurophysiology and recognize normal and abnormal electrical activity. Electroneurodiagnostic Technologists are responsible for preparing patients for procedures such as Electroencephalograms (EEG), Polysomnograms (PSG), and Evoked Potentials (EP). END Technologists obtain medical histories of patients, record electrical potentials, calculate results of tests, maintain medical equipment, and may work with specific treatments. Clinical Affiliation: Students will be placed in a clinical affiliation for 7 months in medical centers throughout the Region. If a student does not complete specialty ENDT classes in three consecutive semesters, faculty and administration will determine whether courses must be repeated before enrolling in clinical.</p>						Meets Completion Rate Build Dakota	X
						DLR Recommends		
Entrepreneurship	24 Months	\$19,792	23%	\$70,103 - \$84,196	Openings/Cand. Ratio Hot Career	59:33		
<p>Two-year AAS program designed to provide students and graduates of other programs with the skills needed to be a successful small business owner. Learn skills in management, marketing, accounting, communication, human resources, business law and computers</p>						Meets Completion Rate Build Dakota	X	
						DLR Recommends		
Entrepreneurship Online	24 Months	\$23,192	35%	\$70,103 - \$84,196	Openings/Cand. Ratio Hot Career	59:33		
<p>Two-year AAS program designed to provide students and graduates of other programs with the skills needed to be a successful small business owner. Learn skills in management, marketing, accounting, communication, human resources, business law and computers</p>						Meets Completion Rate Build Dakota	X	
						DLR Recommends		
Financial Services: Banking Online	24 Months	\$22,768	36%	n/a	Openings/Cand. Ratio Hot Career	n/a		
<p>Formerly Financial Services Online: Professionals in Financial Services focus on the business and the management of money and credit. They work in credit unions, savings and loan institutions, finance companies, commercial banks, insurance companies, investment firms, financial planning firms, credit card companies, and finance departments of businesses. They also have the opportunity to become licensed as real estate agents, insurance agents, and satisfy prerequisites for investment licensures.</p>						Meets Completion Rate Build Dakota	X	
						DLR Recommends		

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes
Southeast Technical Institute Sioux Falls, SD	Graphic Media Design Technology	24 Months	\$22,076	16%	\$25,075 - \$28,418	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	11:28 -
	Healthcare Leadership	24 Months	\$17,705	26%	\$68,060 - \$80,495	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	44:9 X X
	Healthcare Office Specialist	9 Months	\$10,822	56%	\$23,058 - \$28,794	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	20:17 X
	Horticulture Technology	24 Months	\$18,758	21%	\$25,465 - \$41,630	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	21:4 X
	Information Technology Security	24 Months	\$20,869	45%	\$61,679 - \$72,957	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	7:3 X X X
	Landscape Design Technology	24 Months	\$18,631	25%	\$36,182 - \$41,630	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota DLR Recommends	5:2 X

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes	
Southeast Technical Institute Sioux Falls, SD	Marketing	24 Months	\$18,717	41%	\$36,019 - \$45,920	Openings/Cand. Ratio	7:1	
						Hot Career	X*	
	Able to work for nearly any industry, this profession is driven by deadlines, analysis, technology and creativity. If you enjoy working with different forms of media, analyzing data, multi-tasking, troubleshooting and creating solutions for business, marketing is definitely the career field for you! Flexibility is key to success in this field! Emphasis options available: Design or Sales emphasis						Meets Completion Rate	X
	<i>*One of the two occupations matched to this program is a Hot Career.</i>						Build Dakota	
							DLR Recommends	
	Marketing Online	24 Months	\$22,017	20%	\$36,019 - \$45,920	Openings/Cand. Ratio	7:1	
						Hot Career	X*	
Able to work for nearly any industry, this profession is driven by deadlines, analysis, technology and creativity. If you enjoy working with different forms of media, analyzing data, multi-tasking, troubleshooting and creating solutions for business, marketing is definitely the career field for you! Flexibility is key to success in this field! Emphasis options available: Design or Sales emphasis						Meets Completion Rate	X	
<i>*One of the two occupations matched to this program is a Hot Career.</i>						Build Dakota		
						DLR Recommends		
	Certified Professional Coder	12 Months	\$11,232	No Date New Fall 2018	\$25,704 - \$27,721	Openings/Cand. Ratio	2:3	
						Hot Career		
The Certified Professional Coder (CPC) provides seven courses in basic and intermediate coding along with essential skills in anatomy and physiology and medical terminology. This certificate will allow graduates to ensure that information related to coding maintains its quality, accuracy, accessibility and security in both paper files and electronic systems. The one-year certificate allows individuals to enter the workforce sooner and provides the foundation for completing the entire Medical Coding Degree in the future.						Meets Completion Rate	-	
						Build Dakota		
						DLR Recommends		
	Medical Coding: Professional Services	12 Months	\$11,232	67%	\$25,704 - \$27,721	Openings/Cand. Ratio	2:3	
						Hot Career		
The one-year Coding option prepares students to work as professional or physician coders. The codes they report represent the skills and knowledge of highly trained healthcare professionals. Professional coders are employed in a variety of settings such as health care organizations, independent clinics, home health care agencies, insurance companies, and auditing firms. Experienced coders may have the opportunity to work from home through their employer or work as independent contractors for coding companies. Graduates are eligible to sit for the Certified Professional Coder (CPC) examination that is sponsored by the American Academy of Professional Coders (AAPC). They may also continue their education another year and complete their A.A.S degree in Medical Coding.						Meets Completion Rate	X	
						Build Dakota		
						DLR Recommends		
	Medical Coding: Professional and Facility	24 Months	\$18,517	61%	\$25,704 - \$27,721	Openings/Cand. Ratio	2:3	
						Hot Career		
The A.A.S. degree option prepares students to work as professional and/or facility coders. Professional Coders report codes that represent the skills and knowledge of highly trained healthcare professionals while Facility or Hospital Coders report codes that represent resource utilization such as nurse time, the facility stay, medications and medical equipment. Graduates can expect to work in healthcare systems, outpatient surgical facilities, independent clinics, home health care agencies, insurance companies and auditing firms. Experienced coders may have the opportunity to work from home through their employer or work as independent contractors for coding companies. Graduates are eligible to sit for the Certified Professional Coder (CPC) examination or the Certified Inpatient Coder (CIC) examination which are both sponsored through the AAPC. The curriculum in this program also meets the American Health Information Management Association (AHIMA) requirements to sit for their Certified Coding Specialist (CCS) examination.						Meets Completion Rate	X	
						Build Dakota		
						DLR Recommends		

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes
Southeast Technical Institute Sioux Falls, SD	Office Assistant	12 Months	\$10,604	50%	\$20,950 - \$33,237	Openings/Cand. Ratio Hot Career	14:33
	Office Assistants help keep a business running efficiently and professionally. Their job skills include providing excellent customer service, performing general record keeping, managing the office and mail operations, preparing professional documents or presentations, handling general computer operations, assisting others in the workplace and effectively communicating information to various parties.					Meets Completion Rate Build Dakota	X
						DLR Recommends	
	Office Assistant Online	12 Months	\$12,545	29%	\$20,950 - \$33,237	Openings/Cand. Ratio Hot Career	14:33
	Office Assistants help keep a business running efficiently and professionally. Their job skills include providing excellent customer service, performing general record keeping, managing the office and mail operations, preparing professional documents or presentations, handling general computer operations, assisting others in the workplace and effectively communicating information to various parties.					Meets Completion Rate Build Dakota	X
						DLR Recommends	
Pharmacy Technician	12 Months	\$14,492	50%	\$24,643 - \$27,009	Openings/Cand. Ratio Hot Career	30:7	
Pharmacy technicians fill orders for unit doses and prepackages pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Pharmacy technician duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations and informing the supervisor of stock needs and shortages. Technicians may also clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. People entering this field will find excellent employment opportunities.					Meets Completion Rate Build Dakota	X	
					DLR Recommends		
Phlebotomy Technician	12 Months	\$8,535	45%	\$21,551 - \$23,937	Openings/Cand. Ratio Hot Career	16:5	
Phlebotomists draw blood from patients or donors in hospitals, blood banks, or similar facilities for analysis or other medical purposes. Phlebotomists verify or record identity of patient or donor and converse with patient or donor to ease fear of procedure. They apply tourniquets to arms, locate accessible veins, swab puncture areas with disinfectant, and insert needles into veins to draw blood into collection tubes or bags. Phlebotomists withdraw needles, apply treatment to puncture sites, and label and store blood containers for subsequent processing. They may prick fingers to draw blood, conduct interviews, take vital signs, and draw and test blood samples to screen donors at blood banks.					Meets Completion Rate Build Dakota	X	
					DLR Recommends		
Software Support Specialist	12 Months	\$11,410	40%	\$26,926 - \$31,947	Openings/Cand. Ratio Hot Career	43:28	
Software Support Specialists will have basic knowledge of computer logic and methodology to run software applications as well as fundamental concepts of marketing, servicing customers and collaborating with business partners. They may provide assistance, advice, problem solving, and technical information to customers regarding the use of software and can act as liaison with customers regarding the status of their requests.					Meets Completion Rate Build Dakota	X	
					DLR Recommends	X	
Sports Turf Management	24 Months	\$19,321	33%	\$19,505 - \$41,630	Openings/Cand. Ratio Hot Career	61:21	
Sports Turf Management professionals create and maintain golf courses, sports facilities and landscapes on a residential and commercial level. You'll learn turf management for sports applications, how to work with a variety of specialized equipment, foremanship training, study soils and fertilizers, basic landscape design and construction, irrigation principles and practices, plant identification including trees, shrubs, annuals and perennials; pest management and arboriculture.					Meets Completion Rate Build Dakota	X	
					DLR Recommends		

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes
Southeast Technical Institute Sioux Falls, SD	Welding Certificate: Flux Core Arc	4 Weeks	\$1,050	No Data	\$27,138 - \$35,728	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	97:44 - X
	Welding Certificate: Gas Tungsten Arc	4 Weeks	\$1,050	No Data	\$27,138 - \$35,728	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	97:44 - X
	Welding Certificate: Gas Metal Arc	4 Weeks	\$1,050	No Data	\$27,138 - \$35,728	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	97:44 - X
	Welding Certificate: Shielded Metal Arc	4 Weeks	\$1,050	No Data	\$27,138 - \$35,728	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	97:44 - X
Lake Area Technical Institute Watertown, SD	Business Associate <i>Entrepreneurship Option:</i> Entrepreneurship option will train you in the crucial theories and practices you'll need to be a successful business owner. You'll learn about creative problem solving, forward thinking, networking, strategic goals, defining markets, business plan development, principles of manufacturing, selling, and accounting. <i>Human Resource Option:</i> Human Resource professionals help companies find, hire, and keep the most effective employees. As an HR associate, you might specialize in a specific HR department (payroll, benefits, safety, etc), work with a small HR team, or (depending on the size of the company) you might manage HR all on your own! <i>Marketing and Management Option:</i> We'll give you world-class training in marketing, management, and professional sales. As a student, you'll dive straight into business training with our experienced faculty, and learn: evaluation of customer needs, price determination, promotion/advertising, sales strategy, government regulations and <i>Photography/Media Option:</i> You can expect active, project-based training in a broad range of photography types. You'll get advanced training in photo editing and enhancement, learn how to effectively market/broadcast your work, and learn real-world application from visiting professional photographers. You will also complete an experience-building internship or final (capstone) project.	20 Months	\$20,250	No Data	\$70,103 - \$84,196	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	59:33 X - DLR Recommends

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes
LATI Watertown, SD	DCAT-ThinkBIG Diesel	20 Months	\$25,250	No Data	\$31,493 - \$35,137	Openings/Cand. Ratio	71:10
	LATI is partnering with CAT dealerships in a cooperative two-year program called ThinkBIG. As a ThinkBIG student, you will spend approximately half your time on-campus at Lake Area Tech. The remainder of your time will be spent on-the-job training at sponsoring CAT dealerships. You will graduate with an Associate of Applied Science degree in Diesel Technology, and an official Caterpillar endorsement. You will also have the opportunity for full time employment with a CAT dealership.					Hot Career Meets Completion Rate Build Dakota	-
						DLR Recommends	X
Loenbro Rapid City, SD	Facilities Maintenance	240 Hours + 80 OJT Hours	\$4,250	100%	\$26,474 - \$29,641	Openings/Cand. Ratio	32:19
	A 320 hour long course to train new Facilities Maintenance Technicians. The course consists of 240 hours of classroom/Lab training plus an 80 hour OJT component. Successful participants will receive a National Center for Construction Education & Research (NCCER) Certification upon completion.					Hot Career Meets Completion Rate Build Dakota	X
						DLR Recommends	X
Loenbro Rapid City, SD	Electrical	See Job Description		New Program No Data	\$31,343 - \$36,460	Openings/Cand. Ratio	43:15
	Goal is to have participants achieve their Journeymans Electrical License. Year 1= 112 hours of classroom and lab training. Year 2= 132 hours of classroom and lab training. Year 3 is 164 hours of classroom and lab training. Year 4 is 164 hours of classroom and lab training. Following the the completion of year 1 training, participants will begin On the Job Training to get 2000 hours per year needed for the 8000 hour Journeyman's license. Following year 1, participants have the option of entering an Apprenticeship Program and if they are selected they will enter into employment while attaining their hours.					Hot Career Meets Completion Rate Build Dakota	-
						DLR Recommends	X
Avera Education and Staffing Solutions Yankton, SD	Certified Nursing Assistant Program	75 Hours	\$895	New Program No Data	\$19,846 - \$21,365	Openings/Cand. Ratio	310:63
	Approved at the SD Board of Nursing Website. Training is a combination of online, text and in person training. The 75 hours encompasses: 51 hours online text reading, 8 hour skills review in person with an instructor in a classroom, and 16 hours clinical training session typically held over 2 days with an instructor in a long term care facility. Included in the fee is one testing attempt for the CNA registry exam at the office in Yankton. Students must be at least 16 year old.					Hot Career Meets Completion Rate Build Dakota	-
						DLR Recommends	X
Avera Education and Staffing Solutions Yankton, SD	Med Aide Training	20-40 Hours	\$450	New Program No Data	\$23,058 - \$26,000	Openings/Cand. Ratio	17:9
	20 hour training program in combination with online, text and in-person training. 17+ hours of online/text reading, 3 hours skills clinical lab instruction provided by AESS RN instructor and skills performance evaluation completed by the AESSN RN instructor on a 1:1 basis. Time invested will vary by student ranging from 20-40 hours.					Hot Career Meets Completion Rate Build Dakota	-
						DLR Recommends	

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes
Avera School Of EMS Sioux Falls, SD	EMT	150 Hours	\$940	69%	\$21,595 - \$24,459	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	5:2 X
	<p>EMTs and paramedics typically do the following: Respond to 911 calls for emergency medical assistance, such as cardiopulmonary resuscitation (CPR) or bandaging a wound, Assess a patient's condition and determine a course of treatment, Provide first-aid treatment or life support care to sick or injured patients, Transport patients safely in an ambulance, Transfer patients to the emergency department of a hospital or other healthcare facility, Report their observations and treatment to physicians, nurses, or other healthcare facility staff, Document medical care given to patients, Inventory, replace, and clean supplies and equipment after use. When transporting a patient in an ambulance, one EMT or paramedic may drive the ambulance while another monitors the patient's vital signs and gives additional care. Some paramedics work as part of a helicopter's or an airplane's flight crew to transport critically ill or injured patients to a hospital. EMTs and paramedics also transport patients from one medical facility to another. Some patients may need to be transferred to a hospital that specializes in treating their particular injury or illness or to a facility that provides long-term care, such as a nursing home.</p>						DLR Recommends X
Avera School Of EMS Sioux Falls, SD	Paramedic	10-13 Months	\$8,175	74%	\$21,595 - \$24,459	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	5:2 X
	<p>EMTs and paramedics typically do the following: Respond to 911 calls for emergency medical assistance, such as cardiopulmonary resuscitation (CPR) or bandaging a wound, Assess a patient's condition and determine a course of treatment, Provide first-aid treatment or life support care to sick or injured patients, Transport patients safely in an ambulance, Transfer patients to the emergency department of a hospital or other healthcare facility, Report their observations and treatment to physicians, nurses, or other healthcare facility staff, Document medical care given to patients, Inventory, replace, and clean supplies and equipment after use. When transporting a patient in an ambulance, one EMT or paramedic may drive the ambulance while another monitors the patient's vital signs and gives additional care. Some paramedics work as part of a helicopter's or an airplane's flight crew to transport critically ill or injured patients to a hospital. EMTs and paramedics also transport patients from one medical facility to another. Some patients may need to be transferred to a hospital that specializes in treating their particular injury or illness or to a facility that provides long-term care, such as a nursing home.</p>						DLR Recommends X
Mitchell Technical Institute Mitchell, SD	Agronomy	24 Months	\$19,211	48%	\$41,285 - \$46,402	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	0:4 X X
	<p>Students will learn about different methods to increase soil organic matter and improve the overall soil health. They will study crop growth stages for the top four crops produced in South Dakota: corn, soybeans, small grains, and alfalfa, and discuss management options available at certain crop stages. Disease and insect identification are also key factors involved with today's crop production efforts. Weeds that are common to this region will be observed and control strategies will be discussed. Crops also depend on a balanced fertilizer source; students will look at soil test and tissue test results and help make sound environmental recommendations. Students will also gain experience with ag chemicals and will test for their chemical applicator's license. Hands-on activities with machinery, small engines and other areas that will expand the student's experience will be integrated into a variety of courses.</p>						DLR Recommends X
Mitchell Technical Institute Mitchell, SD	Animal Science	24 Months	\$19,336	24%	\$43,533 - \$48,234	Openings/Cand. Ratio Hot Career Meets Completion Rate Build Dakota	2:0 X
	<p>Students who study Animal Science will learn the most efficient ways to breed and manage herds to ensure the sustainability of the animals and the environment. will learn a variety of classes including management, breeding, genetics, nutrition, disease, growth and feed stuff production. Students will also become proficient in related areas like accounting, ag law, insurance, finance and other areas that will help them succeed.</p>						DLR Recommends X

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes	
Mitchell Technical Institute Mitchell, SD	Diesel Power Technology	24 Months	\$22,388	52%	\$31,493 - \$35,137	Openings/Cand. Ratio Hot Career	71:10	
	Students will take classes in electronic controls, GPS, introductory diesel, drive trains, hydraulics, electrical systems, air conditioning systems, harvesting equipment, service management and more to learn how to help farmers increase productivity and be more profitable.						Meets Completion Rate Build Dakota	X X
							DLR Recommends	X
	Human Services Technology	24 Months	\$16,928	41%	\$19,495 - \$21,034	Openings/Cand. Ratio Hot Career	34:31	
	The Human Services Technician program is designed to prepare people for positions in a variety of agencies and organizations that provide human and social services. Students will study various aspects of human behavior and services, and will be trained to observe and interview patients, carry out treatment plans and handle crises in a variety of difficult situations. They will be introduced to a wide range of human service organizations and resources needed to serve their clients effectively.						Meets Completion Rate Build Dakota	X X
						DLR Recommends	X	
Mitchell Technical Institute Mitchell, SD	Medical Laboratory Technology	24 Months	\$18,076	44%	\$24,135 - \$28,744	Openings/Cand. Ratio Hot Career	36:1	
	The Medical Laboratory Technology program will prepare students for employment as medical laboratory technicians responsible for performing laboratory analysis. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). A student spends the first three semesters of the program in the classroom and lab at Mitchell Technical Institute. The remainder of the program assigns students to an affiliated hospital/clinic lab for a clinical practicum externship. During this time the student will work under the supervision of the lab personnel performing tests and other lab work as well as completing class assignments.						Meets Completion Rate Build Dakota	X X
							DLR Recommends	X
Mitchell Technical Institute Mitchell, SD	Power Sports and Marine Technology-Diploma	9 Months	\$11,381	53%	\$23,188 - \$27,751	Openings/Cand. Ratio Hot Career	3:0	
	* This program is already approved as an Associates degree. Students will get experience learning service and repair of these high-powered machines in MTI's state-of-the-art laboratories.						Meets Completion Rate Build Dakota	X X
							DLR Recommends	X
Mitchell Technical Institute Mitchell, SD	Powerline Construction and Maintenance	12 Months	\$12,886	88%	\$46,580 - \$61,236	Openings/Cand. Ratio Hot Career	27:2	
	Mitchell Technical Institute offers the only Power Line program in South Dakota. Employment opportunities are available with rural electric cooperatives, municipal and private utility companies, the Bureau of Reclamation, private contractors and many others. Course material and lab activities are based around the application and theory of distribution and transmission of electrical power. Fieldwork includes operating a digger derrick truck, setting poles, climbing poles, installing anchors and stringing conductors. Outside lab also involves installation of transformers and metering for overhead and underground distribution systems.						Meets Completion Rate Build Dakota	X X
							DLR Recommends	X
Western Dakota Tech Rapid City, SD	Automotive Technology	18 Months	\$23,128	26%	\$25,029 - \$35,137	Openings/Cand. Ratio Hot Career	45:16	
	*Name changed from Transportation Technology to Automotive Technology: light duty. Automotive service technicians inspect, maintain or repair automobiles and light trucks with gasoline and diesel engines. The ability to diagnose the source of the problem quickly and accurately, one of the technician's most valuable skills, requires good reasoning ability and a thorough knowledge of automobiles						Meets Completion Rate Build Dakota	X X
							DLR Recommends	X

ETPL Initial Application Review

Training Provider	Training Program	Program Length	Program Cost	Program Year 16-17 Student Completion Rate	Anticipated Starting Wage		Yes
Western Dakota Tech Rapid City, SD	Class B Commercial Drivers License	2 Weeks	\$1,950	New Program No Data	\$19,027 - \$32,554	Openings/Cand. Ratio Hot Career	133:23
	Individualized in instruction in order to obtain a Class B CDL. Coursework outlined for 10 days of training that include bookwork, simulator training, vehicle inspection training, backing and on the road driving and reviewing for CDL exam and the driving exam.						Meets Completion Rate Build Dakota
						DLR Recommends	X
	Diesel Technology	18 Months	\$23,049	26%	\$31,493 - \$35,137	Openings/Cand. Ratio Hot Career	71:10
	The Diesel Service Technology program provides training on new technology, new control systems and their components, how they function, and how to diagnose and service them. Western Dakota Tech uses both classroom and hands-on training to give the individuals the skills they need to be successful in their field.					Meets Completion Rate Build Dakota	X
						DLR Recommends	X

ETPL Labor Market Information

SOURCES INCLUDED

Anticipated Starting Wage: 10th to 25th percentile of wage estimates for related occupations

Openings/Candidate (Cand.) Ratio: Number job openings in SDWORKS in occupations related to training programs compared to the number of candidates for those jobs.

Hot Career: Related occupation(s) has/have above average demand and above average wages

TECHNICAL NOTES

Anticipated Starting Wage

Represents the range of the South Dakota 10th to 25th percentile occupational wage data available from the Labor Market Information Center, through the Occupational Employment Statistics program conducted in cooperation with the U.S. Bureau of Labor Statistics. Percentile wages represent the percentage of an occupation's workers who earn less than or equal to that wage. The 10th percentile wage indicates 10% earn less than or equal to this amount; 90% earn more. The 25th percentile wage indicates 25% earn less than or equal to this amount; 75% earn more. The 10th and 25th percentile wages are sometimes used as an estimate of the "starting wage range" workers new to an occupation could be expected to earn. Please note: When training programs proposed for the Eligible Training Providers List (ETPL) were matched to more than one related occupation, the Anticipated Starting Wage range indicates the lowest 10th percentile wage among the matched occupations to the highest 25th percentile wage among the matched occupations. For more information on the occupational wage data, please visit dlr.sd.gov/lmic/occupational_wages_technical_notes.

Openings/Candidate Ratio

Data on job openings and job candidates related to occupations matched to the training programs were retrieved from the Labor Market Information Center's virtual labor market system on April 17, 2018. The job openings include not only those jobs listed in SDWORKS, the Department of Labor and Regulation's jobs database, but also from virtually all sources of online job listings (a function of the virtual labor market data system). The system makes every effort to de-duplicate job openings data. The candidate data is based on those candidates who have indicated interest in jobs in matching occupations when seeking job openings online. The ratio represents the number of South Dakota job openings in matched occupations to the number of South Dakota candidates in matched occupations. Please note: When training programs proposed for the Eligible Training Providers List (ETPL) were matched to more than one occupation, the Openings/Seeker Ratio indicates a sum of the job openings for those occupations compared to the sum of the job candidates in those occupations.

Hot Career

An "X" in this field indicates the occupation(s) matched to the training program has/have been identified as a "hot career" in South Dakota by the Department of Labor and Regulation. To be identified as a "hot career," an occupation must have projected demand for workers (2014-2024) that is greater than the average across all occupations. That average annual projected demand across all occupations is 18; so any occupation for which the average annual demand is projected to be 19 or greater is considered to be "high demand." Additionally, to make the "Hot Careers" list, an occupation has to have an average wage that is greater than the average wage across all occupations, using the most current wage estimates available. The average annual wage across all occupations using 2015 data (the most current occupational wage estimates available when the current Hot Careers were identified) is \$38,503, so only those occupations with average annual demand of 19 or greater AND an annual average wage of \$38,504 or greater are included on the Hot Careers list. For more information on the employment projections used in determining Hot Careers, please visit dlr.sd.gov/lmic/projections_technical_notes. For more information on the occupational wage data used for determining Hot Careers, please visit dlr.sd.gov/lmic/occupational_wages_technical_notes.