

State Board of Private Licensed Schools CDL ELDT Licensure and Exemption Information

CDL ELDT training providers who wish to be considered exempt from school licensure must adhere to specific training limitations.

There are only three types of ELDT training that do not require school licensure:

1. Tuition-free and fee-free employer provided training. This allows ELDT training providers to provide training to their own employees at no cost to the employee. The employee at no time can be charged for the training even if the employee does not successfully complete the program and even if the employee does not meet employment longevity requirements. To meet this exemption the training provider must list themselves in the ELDT TRP as 'private enrollment only'.
2. Business-to-Business contract training. This allows ELDT training providers to provide training to another business's employees providing that the employer pays the training provider directly. At no time can the student be charged by the ELDT training provider. To meet this exemption the training provider must list themselves in the ELDT TRP as 'private enrollment only'.
3. Online theory instruction only. This allows ELDT theory-only training providers to provide theory training online. The training provider may not offer in-person theory or BTW training. To meet this exemption the training provider must list that they offer theory training only in the ELDT TRP.

All other types of ELDT training require school licensure. This includes:

1. A training provider that offers in-person theory instruction and/or BTW training that does not meet one of the exempted activities noted above.
2. A training provider that offers training one-on-one. ELDT training cannot be considered private tutoring, as there are specific knowledge and skills being attested to by the training provider in accordance with their obtaining licensure for entry-level employment.
3. A training provider that accepts payment from students directly or indirectly. Indirectly would include CareerLink funding, scholarships, grants, or any other workforce development funds.

Evidence and information to be provided (CDL ELDT Letter of Attestation):

ELDT training providers who contend that they are exempt from licensure must provide the following evidence and information. Staff will review the information provided and will determine if a case of unlicensed activity will be presented to the Board's Review and Recommendation Panel for further consideration. Note: A finding of unlicensed activity carries a \$2,5000 civil penalty and a 5-year moratorium on licensure.

- A completed and staff accepted CDL ELDT Letter of Attestation, which includes:
 - A detailed summary of the training and related business activities offered.
 - A statement attesting to your understanding that without licensure the training provider can only offer tuition and fee-free employer provided training to its own employees, business-to-business contract training, and/or online theory instruction only.

- A statement attesting to your understanding that without licensure the training provider cannot offer in-person theory instruction, ELDT tutoring or one-on-one instruction resulting in TPR attestation, or ELDT training where the student pays for their training either directly or indirectly (CareerLink, grants, scholarships, etc.).
- A statement attesting to your understanding that the training provider will confirm prior to entering into any agreement with a financial assistance agency, that will provide funding on behalf of students, that licensure to operate a postsecondary career and trade school with the State Board of Private Licensed Schools is not required.
- A statement attesting to your understanding that if the training provider enters into an agreement with a financial assistance agency who will pay in-full or in-part for an individual to be trained, the training provider may not charge the student for any fees or tuition that are not covered by the assisting agency. This includes any fees or tuition not covered if the student does not successfully complete the program or discontinues.
- A statement attesting that your TRP registration will remain 'private enrollment only', along with evidence of the 'private enrollment only' status on the TPR.