



Workforce Investment Board Mid-Ohio-Valley

Policy #05

Subject: Certification of Training Providers

Effective Date: August 23, 2000

Purpose: To establish procedures to solicit applications for approved training providers within Region 4.

References: Workforce Investment Act, Sections 122, 123, 134 and 20 CFR Part 663 Subpart E; **TEGL 17-07 Technology Based Learning.**

Background: The Workforce Investment Act requires Local Workforce Investment Boards to identify Training Providers within each workforce investment area to assist customers in training decisions. This list of training providers is to be based on criteria outlined under the law and performance standards established by the local Workforce Investment Board.

Policy: The Workforce Investment Board Mid-Ohio Valley will establish a list of eligible training providers to assist customers in making informed training decisions. Training organizations who received JTPA funds during PY 1999 will automatically be eligible for the first year, as will training institutions meeting criteria outlined in WIA Section 122.

Other training organizations may apply for certification through the Workforce Investment Board Mid-Ohio Valley. A training provider application must be submitted *for each program of training* rather than for a training institution in general. The application process will include a detailed description of the program, cost information such as tuition, fees, books, etc. The training provider will also need to include "report card" information relating to the success of course graduates in finding employment in the field of study so as to assist applicants in selecting appropriate training programs.

Programs must be of sufficient length to provide the customer the skills needed to obtain employment in the chosen field. Courses that assist in preparing an individual for a licensure examination will only be considered if in conjunction with skill training in the chosen field.

An appeals process will be available for training providers denied through the Region 4 application process. The appeal process is attached to this document.

Action: Training providers must submit/ re-submit each program to the Workforce WV website at www.workforcewv.org by December of each year to be considered for inclusion on the approved list for the following calendar year. Only programs that meet the Demand Occupations guidelines in Policy #23 will be approved.

Expiration Date: This policy shall be in effect until revised or canceled by the Workforce Investment Board Mid-Ohio Valley.

Approved:	WIB Ex. Committee	August 23, 2000
	WIB	September 20, 2000
	WIB Ex. Committee	Aug. 24, 2001
	WIB	Oct. 24, 2001
	WIB	October 25, 2006
	Local Elected Officials	February 6, 2009

WORKFORCE INVESTMENT BOARD MID-OHIO VALLEY
Training Provider Appeals Process

Training Providers who have had a program of service denied by the Workforce Investment Board Mid-Ohio Valley have the right to file an appeal to such decision.

Appeal Process

Step 1 The affected training provider may file a written appeal with the Employment and Training Committee of the Workforce Investment Board Mid-Ohio Valley. The appeal shall be filed within (10) working days of the denial.

The Employment and Training committee will review the appeal at the next regularly scheduled meeting of the committee. If finding in favor of the provider, a recommendation for approval will be taken the full Workforce Investment Board. If supporting the denial, the provider will be notified within 5 days after the Employment and Training Committee meeting.

Step 2 The affected provider may forward the appeal to the executive committee of the Workforce Investment Board Mid-Ohio Valley. The appeal shall be filed within 3 days of receipt of decision in Step 1. The Executive Committee will review the appeal at the next regularly scheduled meeting of the committee. If finding in favor of the provider, a recommendation for approval will be taken the full Workforce Investment Board. If the full board is not scheduled to meet that month, the Executive Committee may act to approve.

If supporting the denial, the provider will be notified within 5 days after the Executive Committee meeting.

Step 3 Training provider may appeal to the Governor within 10 days after receiving the decision or (if decision not received timely) within 10 days from the date a decision shall be rendered in writing to:

Workforce WV
Attention: Complaints Officer
112 California Avenue
Charleston, WV 25305

The decision of the governor is final except where there is reasonable cause to believe the Act or regulations have been violated.