

Due August 17, 2018



NORTHERN REGION

**WIOA ELIGIBLE TRAINING PROVIDERS
RE-CERTIFICATION FORM**

Program Year 2019

* Indicates Required Field

Instructions

1. Download this form and open in Adobe.
2. Fill in the Program name, Cost, and Oversight Agency for each approved Program/Course which you want to be considered for re-certification.
3. Check the Changes box if there are any changes to your program.
4. When all Program/Course information is entered on the Form, click the Submit button. The form will automatically attach to an email.

*** DATE:** _____

*** PROVIDER NAME:** _____

*** NAME OF AUTHORIZED REPRESENTATIVE:** _____

*** EMAIL:** _____ *** PHONE:** _____

***1. List all approved programs its cost, the oversight agency, and whether any changes have been made to the program**

<u>PROGRAM</u>	<u>COST</u>	<u>OVERSIGHT AGENCY</u>	<u>CHANGES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Need to list more programs? See Page 2

2. Provide details of any changes made to the organization or program (i.e. address, cost, curriculum):

3. Verify that your information is appearing properly on the WIOA Training Provider sites. See what WIOA clients see about your organization on the following sites:

- [Northern Virginia Workforce Area 11 Directory](#)
- [Virginia Statewide Directory](#)

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- 4. A Performance Data Reports (PDR) must be completed for each approved program, even if no WIOA clients were served. PDR Forms are available on The *SkillSource* Group website or click [here](#).
- 5. If your organization does not plan to continue as an Eligible Training Provider, contact Sheila Jones, Training Provider Coordinator, at sheila.jones@myskillsource.org.

List all approved programs to be renewed, its cost, and the oversight agency (con't):

<u>PROGRAM</u>	<u>COST</u>	<u>OVERSIGHT AGENCY CHANGES</u>	