



NORTHERN REGION

Fairfax County | Prince William County | Loudoun County | City of Fairfax | City of Falls Church | City of Manassas | City of Manassas Park

Eligible Training Provider Update  
Annual Renewal  
July 1, 2021

Dear Eligible Training Provider:

Thank you for serving as a Workforce Innovation Opportunity Act (WIOA) Eligible Training Provider (ETP) for the Virginia Career Works Northern Region (VCWN). As you know, ETPs are required under WIOA to annually submit a Performance Data Report (PDR), an Equal Opportunity Annual Monitoring Tool, and oversight documentation for each training program approved through the VCWN Area #11.

Annual Renewal documents must be **submitted no later than August 6, 2021**. State and Federal WIOA guidelines requires all training providers who are certified as a WIOA Training Provider to submit Performance Data Reports (PDRs) that reflect your annual performance data in the following areas:

- 1) **Completion Rate** - must meet or exceed 50%;
- 2) **Credential Attainment Rate** - must meet or exceed 65%;
- 3) **Employment Rate**; and
- 4) **Post Training Earnings**.

This data is required for participants served from **July 1, 2020** through **June 30, 2021**. **A PDR must be submitted for each program** even if your organization did not train any WIOA-funded jobseekers during the period. Updated oversight documentation must also be submitted.

In addition, any changes to address, contact person, program content, program cost, etc., must be specified on the Re-Certification Form and submitted. All changes will be reviewed by the Virginia Career Works Northern Region. **Please do not add any new programs that are not already approved by VCWN Area #11 on the Re-Certification Form.** Programs listed on the Re-Certification Form that are not already on the VCWN Area #11 Approved ETP Listing will not be accepted or considered approved.

Lastly, the ETP EO Annual Monitoring Tool must also be completed, to ensure Equal Opportunity (EO) and access compliance for all individuals attending training through your organization.

All renewal forms and a checklist are available on the VCWN Training Provider webpage, located at: <https://vcwnorthern.com/become-training-provider/>.

The deadline to submit the Performance Data Reports, Re-certification Form, EO Annual Monitoring Tool, and oversight documentation is August 6, 2021.

**You will be receiving separate guidance from us in the next few days on State Eligible Training Provider Reporting Requirements for FY 2022 (July 1, 2021 – June 30, 2022). You may have already received information from State officials at the Virginia Community College System (VCCS) regarding new Eligible Training Provider Reporting Requirements for FY 2022. As the State is now requiring WIOA Eligible Training Providers to report on additional data elements, providers are being informed of these requirements now to allow time for you to incorporate this new data tracking requirement into your program reports over the next year.**

If you have any questions or concerns, please contact me at [Sabrina.walker@vcwnorthern.com](mailto:Sabrina.walker@vcwnorthern.com) or 703-827-3782.

Kind regards,

*Sabrina Walker*

Sabrina Walker  
Training Provider Program Coordinator  
Virginia Career Works - Northern