

Eligible Training Provider Update
Annual Renewal
June 28, 2019

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) and oversight documentation for each training program approved through the VCWN Area #11.

Annual Renewal documents **must be submitted no later than August 16, 2019**. State law requires all training providers who are certified as a WIOA Training Provider to provide 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, 2018** through **June 30, 2019**. A PDR must be submitted for each program even if your organization did not train any WIOA-funded jobseekers during the period.

The renewal forms are available on the VCWN Training Provider webpage, <https://vcwnorthern.com/become-training-provider/>.

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. The Re-certification Form is available on the VCWN website, along with a checklist to ensure all renewal information is submitted. **The deadline to submit the Re-certification Form, PDRs, and oversight documentation is August 16, 2019.**

If you have any questions or concerns, please contact me at sabrina.walker@vcwnorthern.com or **703-827-3782**.

Kind regards,

Sabrina Walker
Training Provider Program Coordinator
Virginia Career Works - Northern