

THE WORKFORCE BOARD OF NORTHERN COOK COUNTY

LOCAL AREA WIA Policy 2009 – Training Provider Policy

TO: ALL WIA CONTRACTORS

FROM: _____
Jennifer Stasch
Executive Director

SUBJECT: Training Provider Policy

DATE: January 27, 2009

Purpose: The purpose of this letter is to update and clarify the policy and procedures for Training Providers under the Workforce Board of Northern Cook County Workforce Investment Act (WIA) contracts.

References: WIA Legislation and Rules and Regulations
Department of Commerce and Economic Opportunity
Illinois Workforce Development System Tracking

Background: The Workforce Board of Northern Cook County is releasing Training Provider policy in order to ensure accountability and compliance that aligns with the Contractor's Agreement with the Workforce Board, DOL and DCEO policy, and other applicable rules and regulations.

Policy

Statement: Training providers are required to submit an initial eligibility screening application to the Workforce Board for approval. A detailed Training Provider Application will be sent if the school meets the minimal standards of 1) been in business for more than one year as a training provider and 2) indicates that they meet ADA requirements. The required Training Provider Application must contain cost information and required performance information, including details regarding placement.

If an application is approved, a site visit will be conducted. Upon recommendation from the Program Performance Coordinator, the training provider and program will go on the state list of eligible training providers for a period of one year. For a training provider to remain on the state list, they are required to submit an updated application that contains program cost information and any revisions to the curriculum. The training provider will comply with all Workforce Board requirements and other processes and procedures in place, for training providers.

Workforce Board Training Provider Policy

All programs MUST be accredited or approved by the Illinois State Board of Education (ISBE), North Central Association (NCA), the Illinois Community College Board (ICCB), or some other state or nationally recognized industry standard to become a certified training provider program recognized by the Workforce Board. All non-accredited or non-approved training programs certified by other LWIA's and thus by the State of Illinois will not be considered eligible training options for the Workforce Board ITA holders.

All training providers who offer programs which function as preparation for any state or national certification, licensure, or industry standard must show proof of recognition by the appropriate accrediting body at the time of application.

Additional Certification Provisions

Additionally, in order to be considered as an approved training provider site, all candidates seeking certification:

- Must be open for business for at least ONE YEAR. Open for business is defined as having achieved, and providing evidence of the following:
 - a. FEIN #
 - b. Location
 - c. Copy of training catalog
 - d. Training institution tuition refund policy
- Must have implemented training program(s) at current location for at least ONE YEAR.
- Must be recognized by the Illinois State Board of Education (ISBE), Illinois Community College Board (ICCB), or another accreditation association relating to the of training.
- Must have at least 25% of enrolled students be non-WIA eligible.
- Need to apply on-line to the North and Northwest Local Workforce Investment Area (LWIA 8) at the following website: <http://www.workforceboard.org>
- Submit completed Training Provider Applications along with a copy of your institution's accreditation to:

Training Provider Services
The Workforce Board of Northern Cook County
2604 E. Dempster, Suite 305
Park Ridge, IL 60068

- Need to host a school visit and complete an interview with discussion to included but limited to:
 - a. Physical conditions
 - b. Disability and Equal Employment Opportunity (EEO) Compliance
 - c. Student-to-Teacher Ratio
 - d. Receipt of copies of school brochures with prices

Action

Required: This information should be disseminated to Contractor and contractor staff.

Inquiries: Questions regarding any aspect of this policy should be directed to the Workforce Board's Executive Director.

Effective

Date: Immediately