



TO: Interested Training Providers
FROM: NVWIB Staff
DATE: December 2007
RE: NVWIA Certified Eligible Training Provider Application

Thank you for your interest in joining the Northern Virginia Workforce Investment Board (NVWIB) to provide services to our community. Please carefully review the application and the following instructions prior to completing the application.

Instructions for Completing the Application

- Please respond to all questions. If the question does not apply, indicate "not applicable." Please note that performance information is a requirement for certification, and "not applicable" is only acceptable if the program is new. If the provider is referring to a catalog or brochure, indicate "see attached catalog." However, as much information as possible should be included in the application itself.
- All applications must include the federal tax identification number (the number used to file employee income taxes with the Internal Revenue Service).
- If additional space is needed to respond to an item, attach extra pages as necessary.
- For information regarding O*NET code visit <http://www.onetcenter.org>
- Sections A, B, and C are to be completed for the provider. Section D is to be completed for each training program. Please copy Section D as needed to describe each course of study.

The application should be mailed to

Northern Virginia Workforce Investment Board
Attention: Training Provider Coordinator
8300 Boone Boulevard, Suite 450
Vienna, VA 22182
Info@myskillssource.org