

**Eligible Training Provider Update
Annual Renewal
June 20, 2018**

Dear Eligible Training Provider:

Thank you for serving as a Workforce Innovation Opportunity Act (WIOA) Eligible Training Provider (ETP) for the Northern Virginia Workforce Development Board (NVWDB). 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 NVWDB Area #11.

Annual Renewal documents must be submitted no later than August 17, 2018. State law requires all training providers who are certified as a WIOA Training Provider to provide annual performance data of training participants 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, 2017** through **June 30, 2018**. 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 have been updated from prior year versions to make the process of reporting performance data easier. The new renewal forms will be available by June 25, 2018 on the *SkillSource* Training Provider webpage, <http://www.myskillsource.org/page/id/20/training-providers>.

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 Area #11 NVWDB. The Re-Certification Form will be available on the SSG website, along with a checklist to ensure all renewal information is submitted. **The deadline to submit the Re-Certification Form, PDR's, and oversight documentation is August 17, 2018.**

Lastly, during the annual renewal process, Program Applications for any NEW program offerings should be submitted separately, and not with your renewal documents. New program applications will not be considered until after September 1, 2018. New programs or programs approved by another Virginia Local Workforce Development Board also should **not** be listed on the Re-Certification Form. If you have any questions or concerns, please contact me at sheila.jones@myskillsource.org or **703-827-3782**.

Kind regards,
Sheila Jones
Training Provider Program Coordinator