

## Northern Virginia Workforce Area #11 Eligible Training Provider Annual Renewal 2016

Eligible Training Providers approved by the Northern Virginia Workforce Development Board (NVWDB, Workforce Area #11) must submit Performance Data Reports (PDRs) and industry oversight documentation every fiscal year in order to remain eligible as per U.S. Department of Labor guidelines. Reports and documentation are due by **August 31, 2016**.

PDRs record four (4) main data sets. Eligible Training Providers must submit this data for all approved programs every fiscal year. Forms turned in for fiscal year 2016 should **report information for the period July 1, 2015 - June 30, 2016**.

1. **Completion rates**
  - ❖ Divide the number of customers who completed training by the total who participated in training, regardless of completion.
2. **Skills attainment**
  - ❖ This may be different from completion. For example, if a customer needs to be further tested to receive a credential, license, or certificate, they may complete the training, but not pass the credential exam.
3. **Employment rates**
  - ❖ Divide the number of customers who gained employment by the total number of customers. Please write as a percentage.
4. **Wage rates**
  - ❖ What was the average wage placement for all program customers who obtained employment? Please express as an hourly rate.

### Submission Options

Eligible Training Providers can submit PDRs one of two ways:

- PDF format – download form, enter data, submit through email or fax to Sarah Scott at [sarah.scott@myskillssource.org](mailto:sarah.scott@myskillssource.org) or 703-752-1609
- Online format – enter data, submit online, receipt of submission through email

Please visit the [Training Providers page](#) on The **SkillSource** Group website for links to both options.

### Important Reminders

- If your organization has more than one approved program on our Eligible Training Provider list, you need to complete a report for *each program*.
- Requested data includes numbers of not only WIOA customers, but also *every participant in the program* – WIOA and Non-WIOA

### Frequently Asked Questions

- **How do I know which of our trainees was in the Workforce Innovation and Opportunity Act (WIOA)?**
  - For each individual receiving training funding through our Northern Virginia WIOA program, your organization should have a Letter of Authorization with the trainee's funding and course information on it from Fairfax County Department of Family Services. If you have further questions, please contact the Training Provider Coordinator (see below for contact information).
- **Our organization did not have anyone from WIOA trained during the past fiscal year, do we still need to submit the reports?**
  - Yes, even those who have not seen any customers through the Northern Virginia WIOA program need to submit information on the rest of the trainee population performance.
- **For completion rates, what do I do if I have trainees who are currently enrolled, but have not finished because the course is not complete?**
  - Please only account for trainees in courses that have fully completed. You do not need to enter in data for those trainees still in training.

- **Our organization does not track employment or wages. What should I do?**
  - Employment data looks at trainees who were unemployed at the time of training. For those who do not track employment of unemployed trainees, we will need a written explanation as to why employment data is not tracked. Further inquiries regarding employment data can be addressed to our Training Provider Coordinator (see below for contact information).
- **There is a program that we no longer offer on the list. What should I do?**
  - If your organization needs to remove a program or make other updates, please contact us. NOTE: Programs that are no longer offered but had trainees during FY2016 still need to submit performance data.
- **The contact information you have for our organization is incorrect. What do I do?**
  - Please contact the Training Provider Coordinator to inform her of the change needed.

Training Provider Coordinator contact information:

**Sarah Scott**  
**The SkillSource Group, Inc.**  
**703-752-1606**  
[sarah.scott@myskillsource.org](mailto:sarah.scott@myskillsource.org)

### **Annual Renewal – Certificate to Operate and/or Licensure Oversight**

Our state administrators, the Virginia Community College System (VCCS), state in their current policy that providers with the following designations are required to have licensure or certification to operate by the appropriate oversight entity.

Those in need of certification/licensure:

1. A postsecondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 and that provides a program that leads to certification or license or college certificate, associate degree, or baccalaureate degree.
2. A postsecondary school that offers formal instructional programs with curricula designed primarily for students who have completed the requirements for a high school diploma or its equivalent. Such schools include programs of academic-vocational, vocational, and continuing professional education that may lead to a certification or licensure. This category excludes avocational and adult basic education programs.

### List of Certification/Accreditation Agencies/Entities:

The following State agencies can provide approval for Occupational Skills Training programs (please note this is not an all-inclusive list):

- Department of Criminal Justice Services
- Department of Health Professions (DHP)
- Department of Medical Assistance Services (DMAS)
- Department of Motor Vehicles
- Department of Professional and Occupational Regulation (DPOR)
  - a. Board for Barbers and Cosmetology
  - b. Board for Contractors
  - c. Fair Housing Board
  - d. Real Estate Board
  - e. Real Estate Appraisers Board
  - f. Tradesmen
  - g. Board for Waste Management Facility Operators
  - h. Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals
- State Council of Higher Education for Virginia (SCHEV)
- Virginia Board of Pharmacy

- Virginia Board of Nursing

The full state guideline, Occupational Skills Training Policy 13-02, can be found here:  
<http://www.elevatevirginia.org/wp-content/uploads/2014/04/VWC-13-02.pdf>