

Eligible Training Provider Update

Annual Re-Certification

Dear Eligible Training Provider:

Thank you for serving as a Workforce Innovation Opportunity Act (WIOA) Eligible Training Provider (ETP) for the Virginia Career Works Piedmont Region (VCW-P). As you know, state and federal guidelines require ETP's under WIOA to annually submit re-certification documents for each training program approved through the VCW-P Area 6.

Two annual Re-Certification documents **must be submitted no later than August 20, 2021** for participants served from July 1, 2020 through June 30, 2021. Please include any changes to address, contact person, program content, program cost, etc., on the re-certification documents.

1. A Performance Data Report (PDR) must be submitted for each program even if your organization did not train any WIOA-funded jobseekers during the period. The PDR's reflect your annual performance data in the following areas:
 - Completion Rate - must meet or exceed 50%
 - Credential Attainment Rate - must meet or exceed 65%
 - Employment Rate
 - Post Training Earnings
2. The ETP EO Annual Monitoring Tool must also be completed, to ensure Equal Opportunity (EO) and access compliance for all individuals attending training through your organization.

All changes will be reviewed by the VCW-Piedmont Workforce Development Board. **Please do not add any new programs that are not already approved by VCW-P Area 6 on the Re-certification Form.** New programs will be considered once the new program application is received.

All re-certification forms and a checklist are available on the VCW-P Training Provider webpage, located at: <https://vcwpiedmont.com/about/eligible-training-providers/>.

If you have any questions or concerns, please contact Dave Kilgore, Workforce Operations Manager, at dkilgore@vcwpiedmont.com (434) 979-5610 x 105.

Best regards,

Dave Kilgore, Operations Manager
Workforce Development, Virginia Career Works - Piedmont

