

DATE

Dear Training Provider Applicant:

Thank you for your interest in joining the Lower Chattahoochee Workforce Investment Board in its efforts to provide services to customers of our community.

Carefully review the enclosed application packet which include: general information, a glossary, an instruction sheet, an application, responsiveness and evaluation criteria, a sample Individual Training Account Policy, and a sample provider agreement with attachments. The agreement and attachments are for information purposes only and detail the requirements of the local workforce investment board.

All responsive provider applications must be recommended by the Lower Chattahoochee Workforce Investment Board's Evaluation/Selection Committee, and submitted for consideration by the Board's Executive Committee. As part of the review process, employer reference checks, program graduate reference checks, and training observation may occur to ensure that customers will receive quality services.

Upon completion of the local review, recommended providers will be forwarded to the Georgia Department of Labor for review, acceptance, and inclusion on the State Approved Eligible Provider List. If the application is accepted by the Georgia Department of Labor, a completed provider agreement may be processed and submitted to your agency for signature.

Due to the extensive application review, program evaluation, and scheduled committee meetings, the time of a response to your submitted application may vary. Should you have any questions concerning your provider application, or the evaluation process, please contact staff indicated in the provider application packet.

Sincerely,

Chairperson
Lower Chattahoochee Workforce Investment Board

Attachments

TRAINING VENDOR APPLICATION #: _____

For Program/Fiscal Year: _____ (_____)

**Lower Chattahoochee Workforce Investment Area
Columbus Consolidated Government
Job Training Division
Post Office Box 1340
Columbus, Georgia 31902-1340
Telephone: 706-653-4529
FAX: 706-653-4533**

The Grant Administrator for the eight County Workforce Investment Area known as the Lower Chattahoochee Workforce Investment Area (hereinafter referred to as the LCWIA), which consists of the following eight counties, and the cities and municipalities contained therein: Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot counties, and operating under provisions of the Workforce Investment Act of 1998:

IS

Soliciting applications from organizations and institutions interested in being designated as **TRAINING PROVIDERS** for providing Occupational Skills _____ and other related services to Workforce Investment (WI) customers of the _____
Activity/service
Individualized Skills Training Voucher (ITV) System established within the local workforce investment area, for the period _____ through _____.

An application for each program or course of study should be requested for approval. Approval will result in the establishment of a Training Provider Agreement, providing only reimbursement for costs incurred as a result of the provision of services to eligible customers of the workforce investment system.

Applications must be approved by the Lower Chattahoochee Workforce Investment Board and will then be forwarded to the Georgia Department of Labor (GDL) for review. Upon review and approval by the GDL, the training provider and its approved programs will be included on the State Eligible Provider List as published statewide.

If your organization is interested in being approved as an **AUTHORIZED TRAINING PROVIDER**, please direct your request for a copy of the application packet to the Director, Job Training Division, Columbus Consolidated Government, at (706) 653-4529.

THIS SOLICITATION IS AUTHORIZED AND ISSUED BY:

Signature of Signatory Authority

Date

Howard T. Pendleton, Director, Job Training Division
Typed Name of Signatory Authority

February 05, 2001
Date

Post Office Box 1340
Columbus, Georgia 31902-1340

APPLICATION FOR TRAINING PROVIDER AGREEMENT

TO: All Interested Parties

FROM: Lower Chattahoochee Workforce Investment Board

SUBJECT: Application for Training Provider Agreement

The Lower Chattahoochee Workforce Investment Board (WIB) is accepting applications for Training Provider Agreements for the period _____ thru _____, in accordance with the Workforce Investment Act of 1998, for training services to eligible youth, adults, and dislocated workers for the local workforce investment area, which consists of the following eight counties, the cities, and municipalities contained therein: Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot.

The application should include programs of training services or courses of study (see glossary for definition) requested for approval. If multiple programs of training services or course of study is being requested for approval, an application must be completed for each. Approval of the application may result in a Provider Agreement between the training provider and the Columbus Consolidated Government, serving as Grant Recipient and Administrator of WIA funding.

This solicitation seeks applications for funding in a variety of skills training areas that will enable this local workforce investment area to meet its required performance goals. A list of occupations in demand in the local area is attached to the agreement. Providers offering training in areas not listed may be considered, if the provider can demonstrate employer's need for trainees (e.g. employer references).

Included with the attached application are: general information regarding provider involvement, an instruction sheet, responsiveness and evaluation criteria, a glossary, a sample Individual Training Account Policy, a blank provider agreement and ITA policies. The Provider agreement and attachments are strictly for information purposes only and detail potential local WIB requirements. Four (4) copies of the application (1 original and 3 copies) must be completed and forwarded in a **SEALED PACKAGE** to the address listed below for each activity, or program of service requested for consideration. Each application will be reviewed for its completeness, and rated in accordance with local review criteria.

Provider applications will be evaluated and approved by the Lower Chattahoochee Workforce Investment Board. A composite listing of Board approved providers will be forwarded to the Georgia Department of Labor for review. Following State review and listing of eligible providers on the State Approved List, the Grant Recipient and Administrator shall establish agreements with locally approved providers. Applicants will be notified in writing of the recommendations of the Georgia Department of Labor within five (5) working days of the date of the decision.

Attached, hereto, is a Training Application and a Review Criteria Sheet.

Mail Training Provider Application to:

OR

Deliver/FEDEX to:

Columbus Consolidated Government Annex
Attn: Director, Job Training Division
Post Office Box 1340
Columbus, Georgia 31902-1340

Columbus Consolidated Government Annex
Attn: Director, Job Training Division
420 Tenth Street
Columbus, Georgia 31902-1340

WORKFORCE INVESTMENT ACT PREPAREDNESS GENERAL INFORMATION

On July 1, 2000, the Workforce Investment Act (WIA) of 1998 replaced the Job Training Partnership Act (JTPA). The WIA provides the framework for a unique national workforce preparation and employment system designed to meet the needs of the nation's businesses and needs of job seekers who want to further their careers. The new system will be based on the "One-Stop" concept where information concerning job training, education, and employment services is available for customers (participants) at a single location

WIA should result in increased customer choice and increased competition. Providers will have to meet different needs of individual WIA participants. The more information provided to the customer, the more empowered the customer will feel to make an informed decision, with career advisor guidance, regarding selecting a training provider and career. Providers may want to consider addressing customer needs listed below:

- Job placement assistance
- Flexibility in availability of training (when training is offered)
- Availability of additional instructional training assistance beyond scheduled training
- Complete, detailed, and user-friendly program/training information
- Verification of accreditation by an agency/organization recognized by the respective industry
- Information about the accrediting agency/organization.

Initial Eligibility of Providers: Solicitation of providers, including public notice, announcements, bidders conferences, etc., shall be conducted by the local workforce investment board's designee. As described in Section 122, post secondary educational institutions eligible to receive Federal funds under Title IV of the Higher Education Act of 1965 which provide programs that lead to an associate degree, baccalaureate degree or certificate, or an entity that carries out National Apprenticeship Act programs shall submit an application to the local board for the local area in which the provider desires to provide training services. Initial applications should include, at a minimum, a course catalog that describes each program of training services, as defined in CFR 663.508, that leads to a degree, certificate or competency recognized by an employer, fee schedules and documentation of organizational certification. The local board may request additional information as may be required, including such items as performance information on all students enrolled, completion rates, employment rates, and wages at employment. Information on services to special populations and evidence of training in growth, occupational specific employment may also be required.

Other Initially Eligible Providers: Described in Section 122 these include public or private providers of a program of training services, post secondary educational institutional programs leading to an associate degree, baccalaureate degree, or certificate and apprenticeship programs that are not registered under the National Apprenticeship Act must be determined initially eligible and will be required to submit an application to the local WIB.

Subsequent Eligibility: Procedures for determining eligibility of providers to continue to receive funds after an initial period of eligibility shall be determined by the Governor and shall include submission of performance information and program cost information for individual programs of training. To continue to receive funds, providers will be responsible for annually meeting performance levels established by state and local boards.

WIA requires that all eligible training providers furnish information about their courses of study and program outcomes. Information will be used for the consumer report card listing of all courses of study, performance history and outcomes. Information will also be used to determine subsequent provider eligibility. Many proprietary schools have collected performance information in the past, however, few have ever had to generate verifiable information that will be tracked against UI wage records. Performance data will include all individuals (not just WIA funded participants. It may be necessary to provide information/documentation by individual programs and participant segments (low income individuals, TANF recipients, disabled individuals, etc). Providers will be asked to provide the following information:

Initial Year

- ⇒ Total number of completers
- ⇒ Unsubsidized employment rate
- ⇒ Training related unsubsidized employment rate
- ⇒ Average wage at placement

Subsequent Year

- ⇒ Initial Year four elements
- ⇒ Job Retention rate
- ⇒ Occupations found by program completers
- ⇒ Default rate
- ⇒ Jobs obtained by completers with medical benefits after six months
- ⇒ Minimum standards
- ⇒ Customer satisfaction
- ⇒ Credentialing success rate for completers

Provider Entry Criteria:

An important part of the Act includes promoting individual responsibility and personal decision-making through Individual Training Accounts (ITAs). With career advisor guidance, customers can purchase the training that is determined best for them. Customers will be provided with a list of eligible training providers that will include training providers' performance information. Training providers will be held accountable to meet certain performance standards established by the State and local areas and will qualify for the list based on performance

Under the new system, it is anticipated that training providers will have increased involvement and responsibility in attracting and providing training and employment for customers. However, if customers are enrolled in training provider programs that are not appropriate for them, they may not receive the full benefits of the customer focused WIA system. Similarly, this may cause providers not to meet established state, local and contractual performance standards. Therefore, entry requirements will be a critical factor in establishing and attaining successful performance. They should be established with a purpose of determining whether the customer's current skills, education, experience, etc. will enable them to complete the training program, obtain the knowledge and skills necessary to receive certification as well as locate training-related employment with wages that meet standards and promote self-sufficiency.

Due to the limited amount of available funds for training, the WIB has established policies to ensure that funds are used on customers who are most in need of services under WIA. If customers are eligible for grants and scholarships such as the Pell Grant or HOPE Scholarship, applications should be made for these funds so that funds may be combined to provide for total cost of training expenses.

Advertising/Recruitment:

If you do advertise, you may include a statement about the Workforce Investment Act or WIA in any advertising or recruitment efforts made on behalf of your training organization, as long as there is a disclaimer that WIA may be available for those who qualify for the program and only if funds are available. You are requested to forward copies of all advertisements, brochures, flyers, that mention WIA.

WIA Services:

Under WIA, all customers will be provided with core and intensive services prior to determination of the need for training services. During core services, labor market information, job search and job placement assistance will be offered. During the provision of core services, it may be determined that the customer is in need of more intensive services, such as career advisement, comprehensive assessment, development of a training plan and a referral to training. Assessment will be used to assist in helping the customer determine the best training "match".

A customer may access the array of services and program information available on the statewide eligible provider listing and may choose from a variety of eligible provider training. There is no guarantee that a customer will enroll in a specific course or program of study. It also may be determined at assessment that a customer is not most in need of training services. It is the responsibility of the customer and the career adviser to develop a career plan. A customer may be determined WIA eligible during intensive services offered at one of the WIB one-stop center. **If it appears that the customer is eligible and suitable for provider training, they will be approved for enrollment by one of the one-stop center staff. Once approved for enrollment, the career advisor will provide written authorization to both the customer and the training organization by means of an ITA voucher.**

It is the intent of the WIB to serve our customers in an efficient manner with a minimal waiting period between application and enrollment. However, because of the approval process, lag times between application and enrollment may occur due to the volume of clients. Please note that career advisors have a large number of customers to serve each new quarter or semester (August/September, December/January, March/April, June) for the colleges and technical schools.

The ITA voucher will also include the amount of funds approved and provide instructions for invoices or payment requests. If a customer is to attend training for more than one quarter or semester, an ITA voucher is required for each subsequent quarter/semester. Please note that the WIB will not accept responsibility for the costs of any customer who begins training with a provider without an ITA voucher.

Any changes or amendments to the customer's training plan must be submitted to the career advisor for approval. If approved, the career advisor will issue an ITA voucher to both the customer and the training organization to reflect the changes. Once again, the WIB will not accept responsibility for the costs of any customer who attends training not authorized by the ITA voucher. Once enrolled, the WIB career advisor will be responsible for advising the customer for the duration of the training program. Arrangements may be made to conduct career advisement sessions on site or during off training hours.

Job Placement:

Training providers are responsible for placement of program enrollees. Continued inclusion on the eligible provider listing is contingent upon successful placement of enrollees. WIB staff will forward quarterly performance reports to each training provider. It is imperative that you work with your career advisors to assure the prompt and accurate recording of placement information. You may know of instances where a customer has found employment and this information have not been submitted to their career advisor. In addition, career advisors are able to assist customers with problems arising during initial placement activity, such as childcare, transitional assistance, etc.

Pick-ups:

Pick-ups are permitted under some circumstances. However, please note that the WIB will not be responsible for costs incurred during training that occurred prior to WIA approval.

Reimbursement:

The WIB must have an invoice from the provider to process a payment request. All invoices must include the name and social security number of the customer. Processing of payments for WIA funded activities will be in accordance with agreements established. **Late Fees:** The WIB is not responsible for late fees. Late fee payments, fines and penalties are the responsibility of the client. Exceptions may be granted only if the delay was due to WIB staff error.

WORKFORCE INVESTMENT ACT

GLOSSARY

Core Services – Services that One-Stop Centers are responsible for providing for all adults and dislocated workers under WIA. Core services include initial assessment of skill levels, job search and placement assistance, provision of labor market information, provision of information about the performance and cost of education and training providers in the area, career counseling, information about filing unemployment compensation claims, assistance in establishing eligibility for welfare-to-work programs, information relating to the availability of supportive services such as child care and transportation, and follow-up counseling services after someone becomes employed. The WIA mandates that there be universal access to core services.

Eligible Training Provider – An organization, entity, or institution, such as a public or private college and university, community based organization, or proprietary school whose application has been approved by the local workforce Board and submitted to the State for inclusion on the State list of provider training services through the use of an Individual Training Account.

Eligible Training Provider List – A statewide compilation of providers that are approved to provide services through the One-stop system described by WIA. These lists contain consumer information, including cost and performance information for each of the providers, so that customers may make informed choices.

Individual Employment Plan – An ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

Individual Training Account (ITA) – A training plan obligation and expenditure account established on behalf of a WIA eligible participant to establish a plan for payment for a program of training services.

Intensive Services – Services that local boards are responsible for providing for adults and dislocated workers under WIA. Intensive services may include specialized assessments of individual skills levels and service needs, individual or group counseling and career planning, development of an individual employment plan, short-term job readiness activities, literacy activities related to basic workforce readiness, and paid or unpaid work experience.

Program of Training Services - A program of training services is: (a) one or more courses or classes that, upon successful completion, leads to: 1) a certificate, an associate degree, or baccalaureate degree, or 2) a competency or skill recognized by employers, or (b) a training regimen that provides individuals with additional skills or competencies generally recognized by employers.

Training Services – A special category of services the local Boards are responsible for providing to adults and dislocated workers under WIA. Training services may include occupational skills training, on-the-job training, job readiness training, adult education and literacy activities, cooperative education programs, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, and customized training conducted by an employer.

Universal Services - Services available to every individual through the One-stop system including information about job vacancies, career options, relevant employment trends, job search techniques, resume writing, and access to the Consumer Report information gathered on training institutions in the area through the eligible training provider process.

Vendor - An entity responsible for providing generally required goods or services to be used in the WIA program. These goods or services may be for the recipient's or sub-recipient's own use or for the use of participants in the program.

Voucher – The actual ITA document, paper or electronic, that may be utilized for training services.

CORE INDICATORS AND MEASURES FOR PERFORMANCE

Adult Program (four indicators)

- Entry into unsubsidized employment, measured by **Entered Employment Rate**.
- Retention in unsubsidized employment after entry into the employment, measured by **Six-Month Retention Rate**

- Earnings received in unsubsidized employment six months after entry into employment, measured by **Average Earnings Change in Six Months**
- Attainment of educational credential/occupational skills credential for adults entering employment after training measured by **Educational Credential/Occupational Skills Credential Attainment Rate (Training Services Only)**

Dislocated Worker Program (four indicators – same as for the Adult Program)

- Entry into unsubsidized employment, measured by **Entered Employment Rate**
- Retention in unsubsidized employment after entry into the employment, measured by **Six-Month Retention Rate**
- Earnings received in unsubsidized employment six months after entry into employment, measured by **Average Earnings Change in Six Months**
- Attainment of educational credential/occupational skills credential for adults entering employment after training, measured by **Educational Credential/Occupational Skills Credential Attainment Rate (Training Services Only)**

Youth Ages 19-21 Program (four indicators – same as for Adult Program, with a variation in the credentials indicator)

- Entry into unsubsidized employment, measured by **Entered Employment Rate**
- Retention in unsubsidized employment after entry into the employment, measured by **Six-Month Retention Rate**
- Earnings received in unsubsidized employment six months after entry into employment, measured by **Average Earnings Change in Six Months**
- Attainment of educational credential/occupational skills credential for adults entering employment after training, measured by **Educational Credential/Occupational Skills Credential Attainment Rate (Training Services Only)**

Youth 14-18 Program (three indicators)

- Attainment of basic skills and, as appropriate, work readiness or occupational skills, measured by **Skill Attainment Rate**
- Attainment of secondary school diplomas and their recognized equivalents, measured by **Diplomas and Equivalent Attainment Rate**
- Placement and retention in postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships, measured by **Placement Rate**

Customer Satisfaction for Combined Programs (two indicators)

- Participant satisfaction, measured by an index derived from several questions on customer satisfaction surveys
- Employer satisfaction, measured by an index derived from several questions on customer satisfaction surveys

GLOSSARY OF PERFORMANCE MEASURES

Entered Employment Rate: The rate will be defined for groups of registered participants unemployed at the time of registration. The numerator will be the number of these registered participants that are shown to have paid employment in the quarter following registration or service completion. The denominator will be all registered participants unemployed at the time of registration who were active during the reporting period (received services or continuing from a prior period) but who are no longer actively receiving services, other than post-employment services. This includes enrolled participants who (1) have obtained unsubsidized employment; (2) have withdrawn from participation; or (3) who have completed training or services. Individuals should be considered no longer active and to have completed service if they have received no services in the last 90 days, and are not scheduled to receive services in the future.

Records of all registered participants unemployed at the time of registration, and not enrolled in a training program at the end of the reporting period would be drawn and matched against wage records to identify employment. A person is considered employed if his/her social security number appears in the employer wage report in the quarter following the one in which the record for matching is drawn.

Average Earnings Change in Six Months: The average earnings change is measured as follows: the wage record earnings for the registered participant in the two quarters following employment (not counting the quarter in which employment was recorded) less 50% of the wage record earnings for the four quarters prior to enrollment (not counting the quarter of enrollment). The post-

employment income can be with same or other employer in which the placement was first noted. The measure is reported as an average (mean) gain.

Six-Month Retention Rate: The rate is computed using information on the total number of registered participants who have employment and who appear in the wage records, and wage record information for the second quarter thereafter (6-month rate). For example, an individual completing training and placed immediately in the first quarter of the program year, would be recorded as employed in the second quarter.

Educational Credential/Occupational Skills, Credential Attainment Rate (Training Service Only): For adults entering employment after training and eligible youth 19 through 21 entering employment, post-secondary education or advanced training after training, the percent who attained a State-recognized credential related to education skill attainment (diploma, degree, or certificate), or attainment of an occupational skill (license or certification) recognized by a State or a nationally-recognized industry trade body. Information in administrative records or information gathered through electronic interfaces with other data bases available or surveys may be used.

Skill Attainment Rate: A rate computed by dividing the number of youth who attained a higher level of proficiency with regard to basic skills, and, as appropriate, work readiness skills or occupational skills by the number of youth receiving services or training for whom attaining basic skills, and, as appropriate, work readiness skills or occupational skills were goals to be achieved during the reporting period. Goals are based on individual assessments using widely accepted and recognized measurement/assessment techniques. (Outcomes are counted as they are achieved, not when the youth completes program participation).

Diplomas or Equivalent Attainment Rate: A rate computed by dividing the number of youth who attain a secondary school diploma or equivalent divided by the number of youth for whom attaining a diploma or certificate was a goal to be achieved during the reporting period. This goal will generally be appropriate for older youth 16 to 18 years old.

Retention Rate: Of those who are receiving follow-up services used and for whom placement and retention is a goal, the percent with retention status at 30 days, 90 days, and 180 days and one year from beginning follow-up.

SAMPLE INSTRUCTIONS FOR COMPLETING THE APPLICATION

- Please respond to all questions. If the question does not apply indicate “not applicable”. If the provider is referring to a catalog or brochure, indicate “see attached catalog”.
- The name of the training institution is the legal name of the entity.
- All applications must include the federal tax identification number (the number used to file employee income taxes with the Internal Revenue Service).
- The contact person is the individual who may answer questions concerning the application.
- The application has been included for informational purposes only and is not intended to serve as a legal agreement. If approved, an agreement may be prepared by a local WIB and submitted to the provider for signature.
- **Please note that program description should be completed for programs or courses of study approval. Please copy Section VI as needed to describe each proposed program or course of study. If a provider catalog contains the information requested, please attach.**

COMPLETED APPLICATIONS SHOULD BE MAILED TO:

**Columbus Consolidated Government Annex
ATTN: Director, Job Training Division
420 Tenth Street, 1st Floor
Columbus, Georgia 31902-1340**

TRAINING PROVIDER CERTIFICATION

I. CERTIFICATION

I hereby certify that the information provided in this Application package is true and correct. I also understand that my organization may be subject to an on-site review of training and facilities, and may be asked to provide supporting documentation before the final execution of an agreement. I assure that proposed training facilities are disabled accessible or reasonable accommodations will be made for the provision of services to disabled individuals.

Institution/Training Facility (Printed/Typed)

Name (Printed/Typed) and Title

Signature

Date

TRAINING PROVIDER APPLICATION

II. TRAINING PROVIDER INFORMATION

Applicant Organization: _____

Type of Entity (Please select **one** of the following):

1. Public/Private Non-Profit College: _____
2. Post-Secondary Technical Institute: _____
3. Proprietary Institute of Higher Education: _____
4. Private Training Organization: _____
5. Other (Please Specify): _____

Street Address & Post Office Box #: _____

City/State/Zip Code: _____

Federal Identification Number: _____

Name of Contract Executor: _____

Name of Contact Person/Phone Number: _____ | _____

Application is being made for the following programs (Check all that apply. A separate Description (Section VI) is attached for each proposed training program, for a total of _____ descriptions. A catalog may be attached, but each program requested for approval should be noted.

_____	Title I WIA
_____	NAFTA/TAA
_____	Welfare to Work (WtW) concurrent or post employment activity
_____	Dislocated Worker

Identify your accrediting, certifying, or licensing agency(s): _____

Are the proposed training programs currently ongoing and continuous? _____ Yes _____ No

II. PLACEMENT/FINANCIAL SERVICES

A. Does your organization provide job search assistance or placement services?

_____ Yes _____ No

If Yes, please describe:

B. Please provide three verifiable references (including phone numbers) of employers who have hired successful program completers or who have used the proposed programs to train employees. Also provide any references from JTPA or other similar programs, if available. These references may be verified as part of the evaluation process (Additional sheets may be used, if necessary).

C. What types of financial aid are available to students?

(If Pell or HOPE is available, please review the Pell/HOPE Financial/Coordination Policy attached to the Agreement)

D. Does your organization have a tuition refund policy? _____ Yes _____ No

If Yes, please attach or describe the policy, including time frames and % of reimbursement:

E. Is your organization currently listed on any state or federal debarment list?

_____ Yes _____ No If Yes, please identify which listing and date of inclusion:

IV. ATTACHMENTS TO APPLICATION

The following items have been included as an attachment to the application:

Program Description(s) _____	Business License * _____
Catalog or Brochure _____	NPEC Certification * _____
Schedule of Classes _____	Financial Aid Agreement* _____
Debarment Form _____	*Please attach if applicable to your organization
Accreditation Documents _____	

(include accrediting agency description)

The Georgia Nonpublic Post Secondary Education Commission (NPEC) primary purpose is to ensure that each authorized college or school is educationally sound and financially stable. **Nonpublic Degree and Nonpublic Non-Degree Granting Post Secondary Educational Institutions in Georgia** – The Nonpublic Post Secondary Educational Institutions Act of 1990 provides that a post secondary educational institution, or any instructional program defined as a proprietary school according to the NPEC, must apply for and be granted a Certificate of Authorization before beginning operation or advertising in Georgia. NPEC must authorize each degree program. Following initial authorization, the institution’s Certificate must be renewed annually. Any institution operating or advertising to begin operation without acquiring the necessary Certificate of Authorization is in violation of Georgia law, and shall be subject to civil penalties.

Please include an explanation if your organization does not have NPEC Certification. For additional information concerning NPEC, please contact:

Nonpublic Post Secondary Education Commission
2189 Northlake Parkway
Suite 100, Building 10
Tucker, Georgia 30084-4113
(770) 414-3300
(770) 414-3309 (fax)
E-mail billc@mail.npec.state.ga.us

V. PROGRAM DESCRIPTION

(Please complete for each proposed training program or program of training services. Attach a copy of the catalog or brochure in which the program is advertised to the general public.) If the catalog contains more than the requested program of study, please specify which programs are requested for approval.

A. GENERAL INFORMATION:

Training Program Name: _____

Training Location: _____

Total Credit/Curriculum Hours: _____

Total Number of Training Weeks: _____

Days Per Week: _____

Hours Per Week: _____

Class Start Dates: _____

Projected End Dates: _____

Is the proposed curriculum competency based? _____ Yes _____ No

Is the proposed curriculum currently certified by an accrediting agency or other similar national standardization program? _____ Yes _____ No

If Yes, please indicate the agency or authorizing entity: _____

B. PERFORMANCE MEASURES

- 1. What is the completion rate for this training program as defined by your institution? _____%
- 2. State your definition of completion and how you derived the rate?

- 3. What is the unsubsidized employment rate for those who have successfully completed training? _____%
- 4. What is the unsubsidized employment rate for those who have successfully completed training and find employment in a training related occupation? _____%
- 5. What is the average hourly wage at placement for successful completers? \$_____
- 6. How many hours per week may successful completers expect to work in positions? _____
- 7. Will these jobs include benefits? _____ Yes _____ No

If the provider does not have the capability to provide required performance data by program of study at the time of initial eligibility evaluation, it must include:

- a. Aggregate data that is available for the most recent two full years;
- b. Written justification for the missing “program of study” data; and,
- c. Description of how it will track and record “program of study” data necessary for re-certification.

The WIB is responsible for documenting reasons for waiving the performance data requirements.

C. CRITERIA FOR ADMISSION:

High School Diploma or G.E.D. Required? _____ Yes _____ No

Basic Skills – Indicate Desired Grade Level:

Reading _____ Math _____ Language _____

Physical Abilities – Indicate any physical demand which may be necessary for this occupation/training:

_____ Balancing	_____ Walking	_____ Vision (w/o impairment)
_____ Kneeling	_____ Lifting	_____ Hearing (w/o impairment)
_____ Continuous	_____ Climbing	_____ Sitting
_____ Repetitive Hand Motion		

Pre-Screening/Special Requirements (e.g. drug test, medical exam, background check, etc.)

D. PROGRAM COST

Tuition (\$ _____ per hour x _____ hours) = \$ _____

Registration/Screening and Admission fees = \$ _____

Books = \$ _____

Supplies/Materials (specify below) = \$ _____

Hand Tools (specify below) = \$ _____

Testing/Exam Fees = \$ _____

Graduation Fees = \$ _____

Child Care fee, on-site only = \$ _____

Other:

_____ = \$ _____

_____ = \$ _____

_____ = \$ _____

_____ = \$ _____

_____ = \$ _____

Total Cost:

\$

--

***If discounted price is being offered, please indicate below:**

Additional Comments:

Training Duration		
Number Of Weeks	Curriculum Hours	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>

Entry Criteria				
High School Diploma	Reading Level	Math Level	Language Level	Other
<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>

Past Performance Information										
<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	through	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

		Percentage of Total Enrolled	Comments
Total Enrolled (Non-JTPA/WIA included)	<input type="text"/>		<input type="text"/>
Students Completing The Program	<input type="text"/>	<input type="text"/> %	<input type="text"/>
Students Obtaining Unsubsidized Employment	<input type="text"/>	<input type="text"/> %	<input type="text"/>
Students Obtaining Unsubsidized Training Related Employment	<input type="text"/>	<input type="text"/> %	<input type="text"/>
Average Weekly Wages At Placement	<input type="text"/> 00		<input type="text"/>
