

ALABAMA WORKFORCE INVESTMENT SYSTEM

Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
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May 12, 2003

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY99-16, Change 3

SUBJECT: Certification of Eligible Training Providers

1. **Purpose.** The purpose is to collect program performance information for the 2002-2003 reporting period from Workforce Investment Act (WIA) Eligible Training Providers to determine subsequent program eligibility.

2. **Discussion.** WIA Section 122 (c) regarding Subsequent Eligibility Determination states that the Governor of a State shall establish a procedure for use by the local workforce investment boards in determining the eligibility of training providers to continue to receive funds after an initial period of eligibility has ended. It also states that submission of performance information and program cost information for the program and any additional information required must be submitted for the program annually to the appropriate local board at such time and in such manner as may be required. Local workforce investment boards should set minimum performance criteria for training providers, as well as any maximum cost levels. If there are any limitations on sending trainees to training outside of the trainee's commuting area, these limitations should also be defined in a policy statement.

3. **Action.** It is the responsibility of local boards to collect program information from all Alabama WIA Eligible Training Providers once the initial eligibility time has ended. The collected information will be used to determine the subsequent eligibility of these programs. The information is due to local boards before **June 30, 2003**. Local boards are to report subsequent eligibility information for all programs to be approved as WIA training providers, to the State Planning Office, no later than **July 30, 2003**. Attached is a standardized form for use in the collection of program information.

4. **Contact.** Any questions regarding this Directive should be addressed to Kate H. Hubert, Workforce Development Division, at (334) 242-5167.

Attachments

Steve Walkley, Division Director
Workforce Development Division

WORKFORCE INVESTMENT ACT (WIA) ELIGIBLE TRAINING PROVIDERS PROGRAM

Required Annual Performance Information

Training Provider: _____

Program Title: _____

The Workforce Investment Act (WIA), Section 122 (c), states that training program performance information must be submitted to WIA local boards on an annual basis after initial eligibility period has ended. This information will be used to determine a program subsequent eligibility. Program information is due no later than June 30, 2003. Please attach a description of the methodology used to collect and verify the performance data reported in the items listed below. Performance information is required for EACH program to be considered for subsequent certification.

Reporting Period: 2002-2003

Begin Date mm ___ dd ___ yy _____

End Date mm ___ dd ___ yy _____

	TOTALS
1) Total number of program participants who participated in the program during the program year 2002-2003:	
2) Total number of program participants who completed (earned certificate, diploma, etc) the program in the program year July 1, 2002- June 30, 2003:	
3) Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of program:	
4) Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment <i>in a related area</i> after completion of program:	
5) Hourly earnings of completers who obtained unsubsidized employment at follow-up (6 months post-placement)	
6) Total number of WIA program participants who participated in the program during the program year 2002-2003:	
7) Total number of WIA program participants who completed (earned certificate, diploma, etc.) the program in the program year 2002-2003:	:
8) Total number of WIA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of program:	
9) Total number of WIA program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment <i>in a related area</i> after completion of program:	
10) Hourly earnings of WIA completers who obtained unsubsidized employment at follow-up (6 months post-placement):	

PROGRAM INFORMATION:

Please report any program information changes on this form.

SCHOOL AND PROGRAM TITLE:

PROGRAM YEAR: 2002-2003

PROGRAM DESCRIPTION:

TUITION AND REQUIRED FEES			RELATED PROGRAM EXPENSES		
		COST			COST
TUITION (IN-STATE)			BOOKS		
TUITION (OUT-OF-STATE)			EQUIPMENT		
			SUPPLIES		
			TOOLS		
			UNIFORMS		
	SPECIFY TYPE	COST		SPECIFY TYPE	COST
					: