

Certification Process Checklist

Preparation and Application

- Career Center requests ADA/accessibility review from State ADA Coordinator
- Career Center submits letter of intent to apply for certification to Local Workforce Investment Board
- Career Center completes application and secures key documentation
 - Memorandum of Understanding
 - Standard Operating Procedures
 - Business Services functional organizational chart
 - Center functional organizational chart
 - ADA compliance documentation
 - Staff Development Plan
- Career Center submits electronic copies of application and key documentation to LWIB

Review and Onsite Visit

- LWIB notifies Review Team, provides electronic copies of application and key documents to Review Team members (hard copies provided by LWIB on request)
- Review Team reviews application and documentation
- Review Team selects 1 to 3 measures from each section of the application for audit of supporting documentation/evidence during on-site visit (Employer Services/Job Seeker Services/Center Management)
- Review Team schedules on-site visit, allowing at least two weeks' notice, and notifies Career Center of selected measures and supporting documentation/evidence to be audited during visit
- Review Team conducts on-site review
 - Conduct on-site audit of selected measures and supporting documentation/evidence
 - Complete On-Site Checklist
 - Discuss preliminary findings of application review and on-site visit with Center certification team at conclusion of visit
 - Allow for resolution of any measures deemed "Not Met", if they are able to do so, before concluding the visit

Recommendation and Certification

- Review Team sends a report summarizing its findings and makes a recommendation regarding certification to the LWIB and the Career Center
- The LWIB reviews the report and makes a decision regarding certification of the Career Center
 - If certification is granted, the LWIB informs the Kentucky Workforce Investment Board
 - If certification is not granted, the Career Center and the LWIB will explore solutions for meeting measures that were not met in the original application and may request reconsideration of those measures toward certification

Reconsideration Process

- The Center submits a request for reconsideration to the LWIB, detailing the measures that have been addressed and the documentation/evidence available for review
- The LWIB reviews the request and makes a decision regarding certification and, if approved, notifies the Kentucky Workforce Investment Board