



EDUCATION AND  
LABOR CABINET

## **Kentucky Career Center One Stop Certification**

# One Stop Certification

The Local Workforce Development Board (LWDB) must adopt the Kentucky Workforce Innovation Board (KWIB) certification criteria and may establish additional criteria for Kentucky Career Center (KCC) certification. The KWIB has established the following steps for Certification:

1. **One-Stop Operator (OSO) Submits Application** - Applications can be found on the [KWIB website](#)

- Comprehensive, Affiliate, or Access Point

2. **Document Collection - For Comprehensive and Affiliate centers, OSO provides:**

- Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA)
- Americans with Disabilities Act (ADA) Compliance Letter (*It is only recommended that all Access Points submit an ADA Compliance Letter*)
- Employee Development Plan ([SDP Example](#))

**\*An American with Disabilities Act (ADA) letter from the Education and Labor Cabinet (ELC) Safety & ADA Coordinator outlining the changes required (if any) to ensure the Career Center site is ADA Compliant. Otherwise, a Certified ADA Compliant letter will be issued.**

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## 3. Submission to Local Workforce Development Board (LWDB)

- The OSO submits to the LWDB a letter of request to continue the certification process, along with the appropriate application and the documents.

## 4. Review Team Formation

- LWDB forms a review team for Comprehensive and Affiliate sites (minimum 4 members):
  - One business representative from the Local Workforce Development Area (LWDA) (non-board member)
  - One LWDB member from **another** LWDA
  - One non-core partnering entity that is not at the center site
  - One LWDB member from **the same** LWDA
- For Access Points, review teams consist of at least:
  - LWDB Director or designee
  - One LWDB member from the same LWDA

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## Review Team Formation (Continued)

- Optional additional members are chosen from:
  - Business representative from LWDA (non-board member)
  - LWDB member from another LWDA
  - Non-core partnering entity not at the center site.

## 5. Team selects a Team Leader

## 6. The team schedules the date for the on-site center review

## 7. Each team member selects a category from the Comprehensive or Affiliate application:

- Business/Employer Services
- Job Seeker Services
- Center Management
- Strategic Planning/Innovation

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## 8. On-Site Review

- Review Team conducts the on-site center review and meets with OSO and key staff for additional discussion

## 9. Final Report Preparation

- After review, the Review Team holds a final on-site meeting to draft a letter to LWDB
- The letter includes findings, suggestions, recommendations, best practices, and team member comments
- The final letter can be submitted electronically (i.e. email) and should include team member signatures, all findings, suggestions, recommendations, and best practices, and be addressed to the Chair of the Board

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## 10. Recommendation Presentation

Review Team Leader presents the recommendation to LWDB; in person or virtually

## 11. LWDB makes the final determination and sends a decision letter to KWIB along with the following documents:

- An action plan to remedy (unresolved ADA issues at the site if any)
- Certification application
- Employee Development Plan
- ADA Compliance letter
- Review team's recommendation letter to the LWDB

## 12. The LWDB will then send a letter with the Board's decision to the KWIB.

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The LWDB should maintain contact with the Career Center staff throughout the process to identify areas of need and assist with locating support and resources.

LWDB should work with the OSO to resolve deficiencies identified through the evaluation process. It is suggested that the LWDB review the deficiencies continuously (30-60-90 days) until certification is granted.

**The target completion date should be within 90 days of the initial review date.**

**\*Note: If a new site is designated in a LWDA, the LWDB must notify the KWIB within 30 days of opening the center. The new site should be Certified ADA-compliant within the first month of opening. (if not before the opening). The One Stop Certification process should begin within the first three months of opening and be fully certified within 6-9 months of the opening date**

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## 13. Evaluation of Application by KWIB Staff

- KWIB Staff will assess the application
  - Staff will review the contents thoroughly, evaluating its compliance with relevant criteria and KWIB standards
  - The evaluation typically includes examining details such as documentation completeness and adherence to KCC guidelines
- Upon completion, staff provide a thorough evaluation that could impact decisions or actions regarding the application
  - If it has been decided to move forward the application will be submitted for review by the KWIB Executive Committee

**LWDB directors or Points of Contact (POC) should be available to answer any questions that may arise during the review of the application packet and to facilitate the submission of any missing or requested documentation and/or information.**



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## 14. Review of Application by the KWIB Executive Committee

- The Executive Committee will assess if the application and supplemental information submitted—should be recommended for certification by the full board. If recommended for approval by the Executive Committee, the application will be added for certification consideration to the consent agenda at the upcoming quarterly meeting of the KWIB.

## 15. Inclusion of the Application at the Kentucky Workforce Innovation Board Quarterly Meeting

- Each application will be provided to the board members before the quarterly meeting, and a vote will be conducted. Certification may be granted, not granted, or conditionally granted.
- Upon certification by the KWIB, the LWDA will receive a letter of certification that will be valid for three years before requiring renewal.

**The KWIB and LWDB must review and update their certifications every two years as part of state and local plan reviews, respectively. The certification process should begin at least 6 months before the current expiration date.**

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## Questions?

Contact your Review Team Leader, or:

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Thank you,

KWIB Administrative Team

