

## ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development  
401 Adams Avenue  
Post Office Box 5690  
Montgomery, Alabama 36103-5690

May 3, 2005

### GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY2002-03, Change 3

**SUBJECT:** Certification of Eligible Training Providers

1. **Purpose.** The purpose is to provide instructions for the collection of program performance information from Workforce Investment Act (WIA) Eligible Training Providers in order to provide customers with the most recently available information to make informed decisions.
  
2. **Discussion.** WIA Section 122 (c) states that the Governor of a State shall establish a procedure for use by the local workforce boards in determining the eligibility of training providers to continue to receive funds after an initial eligibility period has ended. It also states that submission of performance information, program cost information, and any additional information required for each, individual WIA certified program must be submitted annually to the appropriate local board at such time and in such manner as may be required. The current waiver extending initial eligibility period will expire June 30, 2005, but a request to extend the existing waiver through June 30, 2007 has been submitted. However; in order to provide customers with the most up-to-date information available and in order for them to be able to make informed decisions, annual submission of program performance and cost information is required.  
  
It is the responsibility of local boards to collect program information from all Alabama WIA Eligible Training Providers.
  
3. **Action.** The reporting period for training providers who are part of the two-year college system will cover the period of May 2004-May 2005 or first day summer semester 2004-last day of spring semester 2005. This is the time period used by the two-year college system in reporting performance for the Alabama College System Annual Performance Report on Career/Technical Education which is due October 31, 2005. The use of this time period should result in more accurate and timely performance information. Providers that are not part of the two-year college system are encouraged to define and use an earlier time period such as calendar year 2004 (January 1, 2004-December 31, 2004) if possible.

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Attached are two standardized forms for use in the collection and reporting of performance information for **each, individual** WIA certified program both credit and non-credit. The performance information is due to local boards by **November 1, 2005**. Local boards are to review and report the performance information for all programs to the Workforce Development Division: State Planning Section by **December 1, 2005**.

Training providers are **strongly encouraged** to submit the requested performance information to local boards as soon as possible so that the information can be entered into the Alabama Eligible Training Providers List Database as soon as possible.

Any training provider who knowingly submits erroneous information for any program will be removed from the Eligible Training Providers List for a period of not less than two (2) years after which time a new application may be submitted. Also, any training provider who intentionally fails to respond to performance information request will have their eligibility reviewed, with the possibility of removal from the list.

**4. Contact.**

Any questions regarding this Directive should be addressed to Robert Lee, Workforce Development Division, at (334) 242-5890.



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Steve Walkley, Division Director  
Workforce Development Division

Attachment 1: Annual Program Performance Information

Attachment 2: Annual Program Cost Information

**WORKFORCE INVESTMENT ACT (WIA) ELIGIBLE TRAINING PROVIDERS PROGRAM  
Annual Program Performance Information**

**Training Provider:** \_\_\_\_\_

**Program Title/Length:** \_\_\_\_\_

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 an initial eligibility period has ended. **Program information is due to Workforce Development Division: State Planning not later than November 30, 2005.** Please describe the methodology used to collect and verify the performance information reported in the items below. Performance information is required for **each individual** WIA certified program. If a particular program has more than one (1) time length, e.g. 26 weeks welding program, 52 weeks welding program, and 104 weeks welding program, an individual report should be submitted on **each individual program** at **each individual training location**. Performance information should be reported on both credit and non-credit WIA certified programs. Performance information reported should be complete. If a program is no longer offered, please identify in program title space, and the program will be removed from the Eligible Training Providers List. If a program has not been certified long enough to have had any WIA completers as defined below, please so indicate, but do report information on ALL participant completers.

**Reporting Period:** In order to obtain more accurate and up-to-date information and to maximize use of the Alabama College System Annual Performance Report on Career/Technical Education, the time period of May 2004-May 2005 (first day summer semester 2004-last day spring semester 2005) will be used by training providers in the two-year college system to report performance and cost information and will be designated 2004. Program information is due to local boards by **October 31, 2005.**

\*\*Providers **not** in the two-year college system may use earlier twelve (12) month time period for reporting (such as calendar year 2004). Please specify period used: \_\_\_\_\_ through \_\_\_\_\_.

**All** training providers are **strongly encouraged** to report the requested information to local boards as soon as possible for review and submission to WDD State Planning so that the information can be entered into the Alabama Eligible Training Providers List Database as soon as possible.

**Program Completer:** **Participant that earned a degree, diploma, certificate or other recognized as credential or a participant that exited training program early due to obtaining full time unsubsidized training related employment can be counted as a completer.**

1. Total number of all program participants who were scheduled to complete program (earn credential **or** exited early into unsubsidized training related employment) during reporting period. \_\_\_\_\_
2. Total number of all program participants who completed program (earned credential **or** exited early into unsubsidized training related employment) during reporting period. \_\_\_\_\_
3. Total number of all program completers who obtained unsubsidized employment after completion of program. \_\_\_\_\_

4. Total number of all program completers who obtained training related unsubsidized employment after completion of program. \_\_\_\_\_
5. Average hourly placement wage of all program completers who obtained training related unsubsidized employment after completion of program. \_\_\_\_\_
6. Total number of WIA participants who were scheduled to complete program (earn credential **or** exited early into unsubsidized training related employment) during reporting period. \_\_\_\_\_
7. Total number of WIA participants who completed program (earned credential **or** exited early into unsubsidized training related employment) during reporting period. \_\_\_\_\_
8. Total number or WIA completers who obtained unsubsidized employment after completion of program. \_\_\_\_\_
9. Total number of WIA completers who obtained training related unsubsidized employment after completion of program. \_\_\_\_\_
10. Average hourly placement wage of WIA completers who obtained training related unsubsidized employment after completion of program. \_\_\_\_\_
11. Total number of WIA completers of reporting period who obtained credential (degree, diploma, certificate, or other recognized as credential). \_\_\_\_\_

**Methodology Used To Collect Information:**

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**Contact Person:** Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Annual Program Cost Information

Please report any program information changes to a program that needs updating.

**Training Provider:** \_\_\_\_\_

**Program Title/Length:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_

**Program Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Program Costs:**

Tuition (In-State)	<b>Total</b>	\$ _____
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Tools	<b>Total</b>	\$ _____
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Other: books, uniforms, fees, etc.

Books		\$ _____
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Equipment		\$ _____
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Supplies		\$ _____
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Uniforms		\$ _____
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Required fee (type: _____ )		\$ _____
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Required fee (type: _____ )		\$ _____
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Required fee (type: _____ )		\$ _____
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Required fee (type: _____ )		\$ _____
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Required fee (type: _____ )		\$ _____
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Other (type: _____ )		\$ _____
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Other (type: _____ )		\$ _____
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Other (type: _____ )		\$ _____
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	<b>Total Other</b>	\$ _____
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	<b>Total Program Cost</b>	\$ _____
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