

MEMORANDUM – April 2019

TO: *WorkSource Pierce Centers and Affiliate Sites*
FROM: Linda Nguyen, CEO
SUBJECT: **WorkSource Pierce Certification Application Submission Schedule for June 2019 –June 2021**

The purpose of this memo is threefold:

1. To establish a schedule of deadlines for the second cycle of *WorkSource Pierce* certification – **June 2019 through June 2021;**
2. To inform interested parties when they may apply for certification;
3. To be used for strategic planning by *WorkSource Pierce’s* currently certified partner affiliate sites and the comprehensive center and any emerging sites in preparing for certification.

The Pierce County Workforce Development Council certification to obtain a license to operate as a *WorkSource Pierce* Center, Partner Affiliate or Connection Affiliate sites is an open system. This means any Workforce Innovation and Opportunity Act (WIOA) funded partnership or non-WIOA organization providing services to adults, dislocated workers, and/or youth in Pierce County may apply for certification by the deadline dates listed below. You will have the advantage of using the Pierce County WDC brand name, *WorkSource Pierce*, and will have all the marketing benefits associated with the quality seal.

<i>Review Quarter 2019-2021</i>	<i>Application Submission Deadline**</i>	<i>Review of Applications Received by the Deadline</i>
July – September 2019	June 20, 2019	Begins in July 2019
October – December 2019	September 26, 2019	Begins in October 2019
January – March 2020	December 19, 2019	Begins in January 2020
April – June 2020	March 26, 2020	Begins in April 2020
July – September 2020	June 25, 2020	Begins in July 2020
October – December 2020	September 24, 2020	Begins in October 2020
January –March 2021	December 17, 2020	Begins in January 2021
April – June 2021	March 25, 2021	Begins in April 2021

Applications are accepted at any time. This is the deadline for the *LAST DAY WITHIN A QUARTER*** an application may be submitted to have the application reviewed in the quarter directly after the submission deadline.

This schedule is subject to revision for the second year of the cycle: July 2020 – June 2021.

Your application may be submitted at anytime. Applications submitted by the submission deadline will be reviewed in the quarter immediately following the submission deadline. The application review, site visit, and notice of certification will all occur within the **Review Quarter**, assuming the site is recommended for a site visit and subsequent certification. Applications submitted after the deadline will not be reviewed until the **next Review Quarter**.

CERTIFICATION PROCESS

If your application is reviewed and not recommended for a site visit, the WDC Quality Assurance and Certification Committee will inform you through the Technical Assistance Report on what has to be done in order to bring your score up to the minimum quality level. When you think you have accomplished the necessary improvements, you will need to resubmit another application in accordance with the submission schedule.

If you are recommended for a site visit, but the site is **NOT** certified based on the site visit, the WDC Quality Assurance and Certification Committee will inform you through the Technical Assistance Report what has to be accomplished to bring your score up to the minimum quality level. You may resubmit an application whenever you think you are ready, and the process begins again. There is NO limit to the number of times you may submit an application.

You are responsible for ensuring that you submit an application within enough time to get certified prior to the expiration of your current license. If your license expires prior to your certification, you will no longer be able to use the WorkSource Pierce name until such time as you are certified.

APPLICATION PROCESS

To ensure all the minimum requirements have been met, as specified in each application package, the WDC staff will process each application to check for minimum requirements.

The original application, together with five complete copies (total of 6), must be delivered by 5:00 p.m. Pacific Standard Time on the deadline date to the Workforce Development Council Office ATTN Certification Committee, 3640 South Cedar Street, Suite E, Tacoma, WA 98409. **NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.** WDC staff reserves the right to determine the timeliness of all submissions. Late submissions will not be considered until the following quarter.

If the minimum requirements have been met, the application will be forwarded to the WDC Quality Assurance and Certification Committee review teams. A review team will review your application and, based on their review, either recommend a site visit, request supplemental information, or issue a Technical Assistance report identifying potential improvements which ought to be addressed before submission of a new application (Refer to Certification Process for detailed information).

If the review team, after a site visit, determines the site is ready for certification, WDC staff will then inform the WDC Quality Assurance and Certification Committee, prior to certification, of any facility, contractual/performance, or fiscal problems with the site. The Committee may withhold certification upon the resolution of the outstanding fiscal, facility, and/or contractual issues within a specific timeframe.

If a certified site relocates within the two-year certification period, the Certification Committee must be notified in writing within 30 days of occupancy of the new facility. The Review Team may make a site visit at the new location at its discretion. A new application will **NOT** be necessary in this instance unless the change of facility also coincides with the expiration of the two-year certification period, at which time the regular certification process will commence.

Please contact us at WIOAcertification@workforce-central.org with questions or concerns.