ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL
WIOA ELIGIBLE TRAINING PROVIDERS
ADA AUDIT FORM

Date: September 1, 2020

Name of Person Completing the Form: Scott Bailey

Training Provider's Name: George Mason University Continuing and Professional Education

Address of the training facility: 3351 Fairfax Drive, MS 2G2, Ste 448, Arlington, VA 22201

Equal Opportunity & Access Review

1. Have any of the following policies/procedures changed since your initial approval for the Eligible Training Provider List? (*If so, please provide updated documentation of these items.)*

Grievance/Complaint Procedure	□ Yes	☑ No
Equal Opportunity is the Law poster prominently displayed	□ Yes	☑ No
Limited English Proficiency Process	□ Yes	☑ No
Reasonable Accommodations (*for individuals with disabilities)*	□ Yes	☑ No

2. Are the following items available for individuals attending training through your organization:

Auxiliary aids for individuals with hearing and/or visual impairment	☑ Yes	□ No
Accessible workstations with accessible software	☑ Yes	□ No
Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.)	☑ Yes	□ No
Interpreters (spoken language & sign language)	☑ Yes	□ No

3. Please provide the following information regarding equal access and services to limited English proficient (LEP) individuals attending training through your organization:

How is training provided to LEP students? All training is in English (proficiency required)

Has training been provided to instructors on services available to LEP students?
□ Yes ■ No

(If yes please describe.) _____

Is material and posters displayed in alternate languages? □ Yes ■ No

(*If so, what languages?)* _____

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WIOA ELIGIBLE TRAINING PROVIDERS
RE-CERTIFICATION FORM

PROVIDER NAME: George Mason University Continuing and Professional Education

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM		
Approved Program Name: CFG 0400/0401: Government Contracting Fundamentals		
Reporting Period:	July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	**All Students** 105	**WIOA Students Only** 3
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	99	3
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	There is no industry credential tie	We do not track this for non-WIOA students
Number of students who obtained unsubsidized employment after completing your training program.	We continue to follow-up with stu	We do not track this for non-WIOA students
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	We continue to follow-up with students regarding this information	We do not track this for non-WIOA students
Is the information listed on your initial application current?	[ ] Yes [ ] No (If no, email corrections to dremick@arlingtonva.us)	
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria-City_Arlington-County-Region.pdf page 18.	[ ] Yes [x] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)	

I certify that the above information is accurate.

Name of Authorized Representative:	Scott Bailey	**Date:**	9/1/2020
Title:	Office Manager		
Email:	sbailey1@gmu.edu	**Telephone:**	703-993-2109

Alexandria/Arlington Regional Workforce Council is an Equal Opportunity Program. Program Auxiliary Aids and Services are available upon request for individual with disabilities.