

ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council Executive Committee Meeting Agenda September 10, 2021 8:30 am to 9:30 am Via MS Teams

Welcome Message	Alberto Marino
Review September Meeting Agenda	David Remick
Review & Approve Consent Agenda Package	David Remick
Adjourn	Alberto Marino

UPCOMING MEETINGS

Meeting	Date	Time	Location
Regional Workforce Council Meeting	September 23, 2021	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	September 23, 2021	9:30am – 10:30am	MS Teams
Executive Committee Meeting	December 3, 2021	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	December 16, 2021	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	December 16, 2021	9:30am – 10:30am	MS Teams
Executive Committee Meeting	April 8, 2022	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	April 21, 2022	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	April 21, 2022	9:30am – 10:30am	MS Teams
Executive Committee Meeting	June 10, 2022	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	June 23, 2022	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	June 23, 2022	9:30am – 10:30am	MS Teams

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. City of Alexandria and Arlington County Governments are Equal Opportunity Employers.



ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council Quarterly Meeting Agenda

September 23, 2021 8:30 am to 9:30 am

Via MS Teams

Welcome Message	Alberto Marino
 Officer Elections Chair: Alberto Marino Vice Chair: Ellen Harpel 	David Remick
Executive Director's Report/Consent Agenda	David Remick
Regional Labor Market Update	Tucker Plumlee
Economic Development/Workforce System Updates	System Partners
Public Comment Period	David Remick
Adjourn	Alberto Marino

UPCOMING MEETINGS

Meeting	Date	Time	Location
Executive Committee Meeting	December 3, 2021	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	December 16, 2021	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	December 16, 2021	9:30am – 10:30am	MS Teams
Executive Committee Meeting	April 8, 2022	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	April 21, 2022	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	April 21, 2022	9:30am – 10:30am	MS Teams
Executive Committee Meeting	June 10, 2022	8:30am – 9:30am	MS Teams
Regional Workforce Council Meeting	June 23, 2022	8:30am – 9:30am	MS Teams
One-Stop Operations Committee Meeting	June 23, 2022	9:30am – 10:30am	MS Teams

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. City of Alexandria and Arlington County Governments are Equal Opportunity Employers.



ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- June 24, 2021 Meeting Minutes Recommendation: Approval
- September 10, 2021 Executive Committee Meeting Minutes Recommendation: Approval
- One-Stop Operator Quarterly Report For Your Information Only
- Addition to Eligible Training Provider List: Classic Nurses Academy for Medication Aide Program and Nurse Aide Training Program. The application is complete and provides evidence that basic professionalism skills are incorporated into their curricula. Recommendation: Approval
- Eligible Training Provider Recertifications: 1st CDL Training Center of Northern Virginia, George Mason University, Executive and Professional Education, Global Educational Institute, LLC, La Cocina VA, Spectrum Beauty Academy, LLC, SyLearn, The Skin Care Center LLC, and Together We Bake all submitted their recertification forms. These programs comply with state regulations and the providers presented evidence that basic professionalism skills are incorporated into their curricula. – Recommendation: Approval
- New Regional Workforce Council Policies: The WIOA State Administrator requested that the Regional Workforce Council separate its "Equal Opportunity/Nondiscrimination/General Grievance Policy" into two policies. The WIOA State Administrator approved these two new policies. – Recommendation: Approval
- WIOA Funding Transfer Request: Due to the increased demand for training funds to serve WIOA Adult customers, the Executive Director is requesting the transfer of funds between the two programs. The Council needs to approve this request for the State WIOA Administrator to authorize the funding transfer. – Recommendation: Approval
- New Service & Program Information For Your Information Only

Consent Agenda Begins

June 24, 2021 Meeting Minutes



ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council Quarterly Meeting Minutes June 24, 2021 8:30 am to 9:30 am Virtual Meeting via MS Teams

Rollcall:		
First Name	Last Name	062421 Meeting
Kate	Bates	Present
Lisa	Bauer	Present
Joel	Bernstein	Present
Patrick	Brennan	Absent
Karen	Brown	Present
Dottie	Brown	Present
John	Burczak	Present
Stacey	Butler	Present
Dennis	Desmond	Present
Twanita	Dozier	Absent
James	Egenrieder	Present
John	Gallagher	Present
Lesa	Gilbert	Absent
Daniel	Gomez	Absent
Annette	Haggray	Present
Ellen	Harpel	Present
Tricia	Jacobs	Present
Alberto	Marino	Present
Kris	Martini	Present
Erik	Pages	Present
Kiersten	Portlock	Absent
Cynthia	Richmond	Present
Sean	Steele	Present
Brian	Stout	Absent
Fernando	Torrez	Present
Ryan	Touhill	Present
Jennifer	Van Buren	Present
Monica	West	Present
Ricardo	Wright	Present
Catherine	Pasqualoni	Absent

Staff: Alamelu Dev, Daniel Mekibib, David Remick

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. City of Alexandria and Arlington County Governments are Equal Opportunity Employers.



ALEXANDRIA | ARLINGTON REGION

Meeting commenced at 8:31 am.

- The June 24, 2021 Consent Agenda was unanimously approved.
- Tucker Plumlee of Northern Virginia Community College provided a regional labor market update.

The meeting adjourned at 9:28 a.m.

8:30 am to 9:30 am Arlington County Department of Human Services 2100 Washington Blvd, Lower Level Auditorium Arlington, VA 22204

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. City of Alexandria and Arlington County Governments are Equal Opportunity Employers.

September 10, 2021 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

Table 1	Period (PY2020 - July 2020 to June 2021)	Q4 I	PY 20 (Apri	I-June 2021)
S.No.	Data measure	WDC	AEC	Total
1	Career Services customer satisfaction results	95%	n/a*	n/a
2	Business Services satisfaction results	100%	n/a*	n/a
3	Businesses served		n/a*	
4	Total One-Stop Center Visitors (duplicated)	921	172	1093
5	Total One-Stop Center Visitors (unduplicated)	776	65	841
6	Total of daily calls to the One-Stop Center due to COVID related shutdown	4149	96	4245
7	New WIOA Title I Adult Participants	2	6	8
8	New WIOA Title I Dislocated Workers Participants	1	0	1
9	New WIOA Title I Youth Participants	2	0	2
10	Total New participants	5	6	11
11	Active WIOA Title 1 Adult Participants	49	40	89
12	Active WIOA Title I Dislocated Workers Participants	24	6	30
13	Active WIOA Title I Youth Participants	5	0	5
14	Total Active participants	78	46	124

	PY 20 - YT	D
WDC	AEC	Total
97%	72%	85%
100%	95%	98%
	1040	
4371	603	4974
3315	431	3746
15020	335	15355
48	49	97
30	9	39
6	0	6
84	58	142
70	58	128
34	9	43
7	3	10
111	70	181

Data Source:

Measures #1 to #6 - Respective One-Stop Centers

Measures #7 to 14 - AARWC Data Administrator

* Denotes annual data tracking

Table 2	Period (PY2020 - July 2020 to June 2021)	PY	20 - YTD		
S.No.	WIOA Title 1 Performance Items	Reg	ional Total	PY20 Goals	
	Adults	Ĭ			
1(a)	Employment 2nd Quarter after Exit (#)				
1(b)	Employment 2nd Quarter after Exit (%)		71%	79%	
2(a)	Employment 4th Quarter after Exit (#)				
2(b)	Employment 4th Quarter after Exit (%)		68%	85%	
3(a)	Credential Attainment Rate (#)				
3(b)	Credential Attainment Rate (%)		64%	74.0%	
4	Median Earnings 2nd Quarter after Exit	\$	5,216	\$4,950	
	Dislocated Workers				
5(a)	Employment 2nd Quarter after Exit (#)				
5(b)	Employment 2nd Quarter after Exit (%)		80%	85%	
6(a)	Employment 4th Quarter after Exit (#)				
6(b)	Employment 4th Quarter after Exit (%)		77%	90%	
7(a)	Credential Attainment Rate (#)				
7(b)	Credential Attainment Rate (%)		47%	70%	
8	Median Earnings 2nd Quarter after Exit (#)	\$	11,204	\$8,350	
	Youth				
9(a)	Employment 2nd Quarter after Exit (#)				
9(b)	Employment 2nd Quarter after Exit (%)		92%	72.0%	
10(a)	Employment 4th Quarter after Exit (#)				
10(b)	Employment 4th Quarter after Exit (%)		85%	62.8%	
11(a)	Credential Attainment Rate (#)				
11(b)	Credential Attainment Rate (%)		0%	70%	

Note:

Table 2 Data Source: AARWC Data Administrator Measures #4 , #8 - information to be provided by VCCS. Eligible Training Providers List - New



Training Provider Application

1. Name of Training Organization		2. Federal Tax	10#
		2. Federal Tax	ID#
CLASSIC NURSES ACADE	my	22-385	7624
3. Mailing Address	4. City	5. State	6. Zip
85. S. Bragg St #103 7. Physical Address	ALEXANDRIA	VA	22312
7. Physical Address	8. City	9. State	10. Zip
Same as above			
11. Name & Title of Contact Person:			
GLORIA QUIST - PROGA	LAM DIRECTOR		
12. Email Address of Contact Person:	13. Phone Number of Conta	ct Person:	
classicpurses@comcast.net	703 658	9575	
14. Mailing Address of Contact Person (if different from a	bove)		
15. Year Established	16. Website Address: 33	vebeil.	0
2002	16. Website Address: web site under		
2003 rebuilding			
5- Cooperation.			
Other (please Describe)			
18 Does your organization provide ich coarch assistenes			
18. Does your organization provide job search assistance of (if yes, please describe)	or placement services?	Yes No)
(if yes, please describe) Facility reci	when come to	the s	chool
to effer yobs to Students?	3.		
19. What types of financial aid are available to students?			
NA			
20. Does your organization have a tuition refund policy?	(Yes) No		
(if yes, please attach the policy including time frames	and percentage of reimburseme	ent)	
in the Curriculum.			
21. Name of Financial Aid Contact Person	22. Email Address of Financia	I Aid Contact Pe	erson
NA	N/A		
			the second s

23. Please provide three customer references including contact information:
1. MINA KHANAL ACHARYA
7370 Lee HWY unit 203
Falls church, VA 22046.
2028136952
2.
Becerra Man Carlos
5020 7th SOUTH ROAD # 202
Arlington, VA 22204
571-447-0860
3. Nana Yaa Bogheniga Addo
100 S. Van Dorn St. # C202
Alex, VA 22304
571-361-0776

SUPPLEMENTAL INFORMATION

In addition to the attachments associated with the previous sections of this application, copies of the following documents **MUST** be included:

	 Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc.)
/	2. Copy of License to Conduct Business in Virginia
\checkmark	3. Copy of Training Provider Non-discrimination Policy
~	4. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.
\checkmark	5. Suspension/Debarment Certification (included in packet)
	6. Anti-Discrimination Certification (included in packet)
/	 For each training program, fill out training program application (included in packet) and provide documentation which includes:
	1) Training Program description, 2) Outline of the Program,

3) Skills to be obtained.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWERTIER COVERED TRANSACTIONS

(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

Acaden NOS Organization

Authorized Signature

PROGRAM DIRECTOR. ST Printed Name and Title

Anti-Discrimination Certification

The training provider certifies that it will comply fully with all non-discrimination and equal opportunity provisions of the laws listed below:

- Nondiscrimination provisions of WIOA Section 188, and its implementing regulations at 29 CFR part 38, which prohibit discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.
- 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.
- 5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- 6) Title II, Subpart A of the Americans with Disabilities Act of 1990, as amended, which prohibits discrimination on the basis of disability.
- Genetic Information and Nondiscrimination Act of 2008, which prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The training provider also certifies that it will:

- Will collect and maintain data necessary to show compliance with the nondiscrimination provisions of the WIOA Sec. 188, as provided in the regulations.
- 2) Will state in all solicitations or advertisements for employees placed by or on behalf of the provider, that the provider is an equal opportunity employer.
- Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- Make any and all reasonable accommodations to provide access and equity of services to disabled persons applying to or enrolled in any approved program of study.

ACade Organization Authorized Signature

Certification and Representation

UIST (Name) as Program Director (Title) of 1. GLORIA Clarge Nurses Academy (Applicant Agency), hereby

certify and represent the following:

- 1. That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and
- 2. That <u>Classic Muses</u> <u>Acadam</u> (Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.
- 3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

Signed this 15 day of July , 202
Signature
Telephone Number_ 7036589575
Email Address Classi courses @ courcast. not

	F	OR LWDB OFFICE USE	ONLY
Date Received by /WDB	Date Approved by /WDB	Date /W DB Submitted to State	Authorized WDB Signature

PROCEDURE FOR HANDLING COMPLAINTS AGAINST NURSE AIDE EDUCATION PROGRAM

- I. The student may file a complaint against this Nurse Aide Education Program by completing a Complaint form and forwarding it to the Program coordinator.
- II. Upon receiving the written complaint form, the Program coordinator will investigate the complaint with 7 days and record the findings of the investigation, sign and date the form.
- III. The Program coordinator will then meet with the student to discuss the findings and agree with the student about the action required to resolve his/her complaint.

COMPLAINT AGAINST THE NURSE AIDE EDU	CATION PROGRAM (FORM)	and the
Name of person filing complaint: Description of complaint:	C	Date
Program coordinator: Description of investigation:	Date of investigation:	
Result/Action following investigation:	Date	

VIRGINIA - SCC

Jurisdiction: Annual Report Due Date:		
Industry Code: Period of Duration:	Perpetual	
Status Date:		
VA Qualification Date:	05/21/2002	
Formation Date: Reason for Status:	05/21/2002 Active and In Good Standing	
Entity Status:		
	Hi CLASSIC NURSES SERVICES, INC 05779418	GLORIA QU

Privacy Policy (https://www.scc.virginia.gov/privacy.aspx) Contact Us

(https://www.coo.virginia.gov/olk/olk_contact.conv)

https://cis.scc.virginia.gov/EntitySearch/BusinessPreviousQualification

City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314

Business Location: Business Name: Tax Period: Account Number: Trade Name: License Number: 2021 85 S BRAGG ST UNIT: 103 114223-2021 114223

CLASSIC NURSES SERVICES, INC. CLASSIC NURSES SERVICES, INC.

is granted to:

CLASSIC NURSES SERVICES, INC. 85 S BRAGG ST UNIT:103 Alexandria, VA 22312

This license has been issued by the Revenue Administration Division of the City of Alexandria and

Alexandria, VA 22312

License Classification(s): Business Svcs & Occupations 9-073-084 Employment Agency





Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1 Tasiaina Ossaniastian					
1. Training Organization CLASSIC NURSES ACADEMY					
2. Contact Person – Name & Title	9		-		
3. Training Program or stand-alo	PROGRAM	DIRECTOR			
3. Training Program or stand-alo	ne course name				
MEDICATION AI	DE PROGRAM				
4. Program or course description	TRAINS REGIS	TERED MEDICA	TION AIDES		
TO ADMINISTER MEDI	DATION IN ASSIST	ED LIVING FAGL	ITIES, GROUP		
5. Year Program Established	6. Total Credit or	7. Number of training	8. Minimum		
2003	Curriculum Hours	weeks or hours	Class Size		
	68	3 wks	15		
9. Is curriculum certified by an ac	ccrediting agency or similar	national standardization pro	ogram:		
(if yes	specify) VBON	No	10 - C		
10. Description of training and skil what is covered in the program	lls to be obtained – Attach t		, include an outline of		
11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual, as published by the Virginia Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation.					
EMPLOYED BY ASSISTED LIVING FACILITIES, GROUP HOMES, ADULT					
DAY CARE FACILITIES.					
12. Does training lead to an indust	try recognized credential, d	ploma, license, or degree?	lf yes, indicate which.		
License (Yes	No				
13. Is this a stackable credential, p	art of a sequence to move	an individual along a career	pathway or up a career		
ladder? Yes	No				
14. Was this training developed in partnership with a business? Yes No					
If yes, Name of Business(s):					

15. List Businesses that support this training program:

NIA

16 Describe how you will answe assess to the total	
16. Describe how you will ensure access to training services thr	oughout the state, including rural
areas and through the use of technology:	
ON BUS route. Smin walk	from bus stop.
on-line classes available	2.
17 Describe how you will work that the	
17. Describe how you will work with the local board to ser- individuals with disabilities:	
individuals with english would be introduced alive	language difficulty
would be introduced fin	school t Tri I
	THE TO ESL CLASS.
Program Cost	
18. Registration/Pre-screening/Admissions Fees	\$ 30.00
19. Tuition (check all items included in Tuition)	\$ 835.00
✓ Books	\$
Required Supplies(Tools, uniforms, etc.	Ś
√Testing/Exam Cost	\$
Licensure/Certification Cost(s)	
Other Required Fees	\$ 120 (pand by Student)
20. Total Cost to Complete Curriculum/Course	\$ 865.00
	065 0
Criteria for Admiss	sion
21. Describe the prerequisites or skills and knowledge required p	prior to the commencement of training:
Be able to read and write	and undorstand
R I I	- man annerstand
English.	
22. Is a High School Diploma or GED required: Yes	No



COMMONWEALTH of VIRGINIA

Sandra Whitley Ryals Director

Executive Director

Virginia Board of Nursing

Jay Douglas RN, MSM, CSAC

Department of Health Professions Perimeter Center 9960 Mayland Drive, Suite 300 Richmond, Virginia 23233-1463

www.dhp.virginia.gov TEL (804) 367- 4400 FAX (804) 527- 4475

Board of Nursing (804) 367-4555 Nurse Aide Registry (804) 367-4569 FAX (804) 527-4455

March 5, 2008

Gloria B. Quist, Program Director Classic Nurses Academy 85 South Bragg Street #200-F Alexandria, VA 22312

Dear Ms. Quist:

Thank you for submitting an application for the Medication Aide Training Program. The Board has reviewed your application and found it meets all the requirements of a Medication Aide Training program for Assisted Living Facilities.

The program provider number for Classic Nurses Academy is 0030000090.

Please be sure that this number appears on the certificate of completion for each graduate of your program. As a reminder, please also ensure that you retain all records for at least five years according to 18VAC90-60-70(B). Please also find attached the Board approved curriculum and the 8 hour refresher course to be used in your program.

If you have questions or concerns, please do not hesitate to call. I can be reached at 1-804-367-4614 or you can email me at <u>Brenda.Krohn@dhp.virginia.gov</u>. I look forward to working with you in the future.

Sincerely,

gias P. Yawa

Brenda Krohn RN, MS Deputy Executive Director/Medication Aide Registry Manager



MEDICATION AIDE TRAINING SYLLABUS Tel: 703-658-9575, Fax: 703 658 9517

INSTRUCTORS: Gloria Quist, RN, 703 932 3471. Clinical Instructor- Gloria Quist, RN Course Description: Medication Aide Training.

Class Schedules: MONDAYS – THURSDAYS (3wks) / SATURDAYS- SUNDAYS (6weekends) Weekday Classes 9am -3.30pm / Weekend Classes: 11am-5.30pm Lecture and Skills Practice

Clinical Schedule Times will be discussed with students during the course of the class

Course Objectives: At the completion of this class, the student will be able to:

- 1. Identify legal and ethical issues in medication management and identify client's rights regarding medications, treatment decisions and confidentiality.
- 2. Recognize emergencies and other health-threatening conditions and respond appropriately.
- 3. Identify medication terminology and abbreviations, and identify classes of medication.
- 4. Identify basic principles of medication administration and special considerations for drug use in the elderly.
- 5. Assist with self-administration of oral, eye, ear, nasal, topical, rectal, vaginal, transdermal, nebulizers, soaks, sitz baths, inhalation, epi-pens and oral hygiene medications.
- 6. Implement standard precautions, and explain principles of maintaining aseptic techniques.
- 7. Identify three commonly used forms for documentation, and demonstrate proper procedure for receiving and transcribing healthcare provider's orders.

- 8. Identify procedures for maintaining inventory, storing, securing and proper disposal of medication including controlled substances.
- 9. Explain basic fact about Diabetes Mellitus, and identify activities involved in the management of diabetes.
- 10. Perform finger-stick for blood -glucose monitoring.
- 11. Administer insulin injection.

<u>Evaluation and Testing</u>: Each student will be evaluated in THREE AREAS for satisfactory completion of the program. The final grade will be based on weighted scores achieved on all handouts, quizzes, and home works which will equal 40% of the total grade, and eight (8) chapter and 1 comprehensive exams of multiple choice and T/F questions which will carry 60% of the total grade.

- 1. **Classroom Skills:** Written posttest after each day's series of units with 80% average required for passing. A student who scores less than 80% average on a unit series test will be allowed to retake the test once.
- 2. Clinical Skills: Each student must demonstrate skills with satisfactory competence in the lab as listed on the performance record before actual clinical contact with a resident. Clinical assignment and objective for each unit must be completed with a satisfactory demonstration in all areas as outlined in the lab assignment and objective sheet before each unit.
- 3. Participation in class activities must be demonstrated by preparedness for class and participation in discussions role-play and practice demonstrations.

<u>Methods of Instruction</u>: Methods of instructions shall include, power points presentation discussions, questioning, role-play, simulations, demonstrations (either audio-visual or actual hands on) and by return demonstration skills.

<u>Assignments</u>: Reading and homework assignments will be given at the end of each unit of classroom instruction so that the next unit may be studied. Selected handouts will be included in the reading assignments for various units. These handouts will be returned upon completion and on a determined day. Students are expected to complete the reading assignments prior to coming to class.

Clinical assignments will be given at the conclusion of the classroom instruction for a particular unit of study. Clinical assignments and objectives will be directed to the application of classroom instruction. The assignment will be for total patient care under the supervision of

clinical instructor or instructors. Special emphasis will be placed on demonstration of clinical competence for that unit.

<u>Grading</u>: A= 90-100% B=80-89% C=70-79% D= 60-69% F=below 60%

Examinations are to be taken as scheduled. Regardless of reason all rescheduled exams will have 5% deducted from the final score and must be completed by the end of the week on which the test was originally scheduled. Failure to do so will result in forfeiture of the available points. A minimum of "C" is required to satisfactorily complete the program. Students found cheating in class will be dismissed from class and will have to explain their behavior in writing, and schedule a meeting with the director of the program.

Students will be expected to complete their lab skills practice check off worksheet with satisfactory grades prior to beginning clinical.

Required Text and Work Books with handouts will be supplied by the school.

Medication Aide Curriculum for Registered Medication Aides.

<u>Notification Process</u>: Notification of illness or emergency must be made by phone. A message can be left at (703) 658-9575 or (703) 932-3471. Messages will be checked prior to every class session and will be responded to immediately by phone.

School Policies: The following policies are observed in class and clinical areas.

Lateness & Attendance: Plan to arrive in school 10 minutes before class starts and 15 minutes before clinical. If you plan to arrive later than the scheduled class or clinical time, call your instructor before the start of class / clinical. Absenteeism will not be tolerated. Students will be responsible for the subjects missed as a result of being absent. NO absenteeism in clinical. If a student misses clinical session he/she will have to make it up in the next scheduled class in order to satisfy graduation requirements.

Electronic Devices: Cellular phones, beepers or any other electronic devices are not permitted in class and clinical areas. Turn off electronic devices during class and clinical periods.

Misconduct: Any student discovered causing disturbance or engaging in any form of misconduct would be dismissed from class / clinical area. Students who misconduct themselves will have to explain in writing to the program director the reason for their misbehavior. Students will be counseled and appropriate disciplinary action will be taken to prevent such incidents from happening again. Students who display insubordination or disrespect towards instructors will be dismissed from the program and **NO** fees will be refunded. Students who have any complaints can request a meeting with the program director to discuss their grievances.

Non Discrimination Policy: Classic Nurses Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations. We are

committed to providing an inclusive and welcoming environment for all members of our staff, students and volunteers.

Equal Opportunity Policy: Classic Nurses Academy is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee, student or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Registration and payment Options: First option is a one-time full payment or \$865.00. Second option, student is required to pay \$30 for registration fee and \$70 for books prior to commencement of class. The remainder tuition will be split into two parts. First payment of \$355 will be due the first week of class, Second payment of \$410 due the second week.. Payments are accepted by Cash, Money order, Business or personal checks and credit/ debit cards. ** All Payments shall be Made in full prior to the clinical rotation which falls on the fourth / fifth week of class**

Cancellation and Refund Policy: An applicant who provides written notice of cancellation within three working days after registration is entitled to a refund of all monies paid except for the cost of books and registration no later than 30 days of receiving the notice of cancellation. The school shall provide the total amount paid less the costs of books and registration.

Refund after the commencement of class: A student who chooses to withdraw from school a week after commencement of class will not be granted any refund.

Uniform Code: White scrub top and pants, name tag and comfortable white tennis shoes.

** Clinical Site: Lincolnia Assisted Living. 4710 N. Chambliss Street, Alexandria VA 22312**

			Learning	Quizzes, Tests and
Day	Topics	Skill Practice	Activity	Homework
1	Identify legal and ethical issues in medication management. Identify requirement to report client abuse neglect or exploitation.	Definition hand out, 1.1A Legal and Ethical issues	Ch. 1	Exam – 1
2	Preparing for safe administration of medication, explain the use of international time. Identify the five rights of medication administration.	Identify MAR & Physician order forms Translating HCP orders	Ch. 2	Exam – 2 Turn in home work before class.
3	Define medical terminology and abbreviations. Explain how drugs are classified and identify Virginia drug labeling requirements.	Identify common Abbreviations & Measurements used in Med. administration	Ch. 3	Exam – 3 Turn in home work before class.
4	Identify basic principles of medication administration. Administer or assist with administration of oral, eye, and ear, nasal, topical, compresses, vaginal, rectal, sitz-baths, inhalations, nebulizers trans- dermal and epi-pens medications.	Med. Admin. Practices	Ch. 4	Exam – 4 Turn in home work before class.
5	Identify commonly used forms for documentation. Demonstrate procedures for receiving and transcribing health care provider's orders.	Transcribe MAR Noting physician orders,	Ch. 5	Exam – 5 Turn in home work before class.
6	Identify proper procedures for storing, securing and disposing off medications. Maintain inventory of medications including controlled substances.	Practicing documenting using special narcotic & Med. Error forms	Ch. 6	Exam – 6 Turn in home work before class.
7	Special issues in medication administration.		Ch. 7	Exam – 7 Turn in home work before class.

TOPIC OUTLINE FOR 12-DAY SESSIONS

	Identify common concerns of drug use in the elderly.			
8	Explain basic facts about DM. Identify activities involved in the	Identify common	Ch. 8	Exam – 8 Final day to turn in
	management of DM.	insulin inj.		all work sheet and
	List signs and symptoms of	Sites		home work.
		Perform blood		
		glucose check		
		Insulin draw		
	hypoglycemia and	&		
	hyperglycemia.	administration		
9	CLINICAL	5hrs.		
10	CLINICAL	5hrs.		
11	CLINICAL	5hrs.		
12	CLINICAL	5hrs.		
Clinica	al schedule dates, Final comprehensi	ve exam and grad	duation dates w	ill be discussed during
	urse of the class.	C		U
Studer	nts will be required to register. \$50 V	A Board of Nurs	ing and \$70 for	r PSI (Board
	sure Exam) registration. Don't forge		•	
	·	•		



Training Program Application

A separate application form must be completed for each training program or occupational skills course of study.

1. Training Organization			
CLASSIC	. NURSES	ACADEMY	
2. Contact Person – Name & Tit	le		
G LO RI A 3. Training Program or stand-alo	QUIST F	ROGRAM DV	RECTOR
NURSE	AIDE TRAI	NING PRO	GRAM
4. Program or course description	n	din Coloria in the constant and the logistics	
TRAINS NURSE AN	IDES FOR ACI	ITE AND LONG	TERM CARE TACILI
5. Year Program Established		7. Number of training	8. Minimum
	Curriculum Hours	weeks or hours	Class Size
2003		21 - 1	
0.0.0	120	4.5 wks.	15
9. Is curriculum certified by an a	accrediting agency or similar	national standardization pr	ogram:
(Yes (if ye	s specify) VBON	No	
10. Description of training and sk		training program description	include an outline of
what is covered in the progra			i, include un outline of
11. Which in-demand industry se for the primary target occupa	The second		
Employment Commission, for			
defined by the region, please			
IN COL		-1.	
HEALTH CARE 12. Does training lead to an indus	Average Was	1 IS/hr.	
12. Does training lead to an indus	stry recognized credential, &	liploma, license, or degree?	If yes, indicate which.
1 Ke	No No		
hiceuse "			
13. Is this a stackable credential,		an individual along a career	pathway or up a career
ladder? Yes	No		
14. Was this training developed in	n partnership with a busine	ss? Yes	No
If yes, Name of Business(s):			

15. List Businesses that support this training program:

NA

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

On bus route. 5 min walk from bus stop. on line classes available.

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:

Individuals with Language problems would be introduced / directed to ESL classes.

Program C	ost
18. Registration/Pre-screening/Admissions Fees	\$ 30.00
19. Tuition (check all items included in Tuition)	\$ 1235.00
√Books	\$
Required Supplies(Tools, uniforms, etc.	\$
-Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$ 140.00 (part by Shide
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 1265.00
Criteria for Ada 21. Describe the prerequisites or skills and knowledge requir Candidate must be able t pass a pre-entrance exan covid. Vaccinated, CPR certifi 22. Is a High School Diploma or GED required: Yes	ed prior to the commencement of training: to read and write and n. 80% required. ted, Negative TB Jest result



COMMONWEALTH of VIRGINIA

David E. Brown, D.C. Director Department of Health Professions Permater Cartion 9960 Mayland Drive, Suite 300 Henrico, Virginia 23233-1463

www.dhp.virginia.gov TEL (804) 367-4400 FAX (804) 527-4475

Virginia Board of Nursing Jay P. Douglas, RN, MSM, CSAC, FRE Executive Director

Board of Nursing (804) 367-4515 Nurse Aide Registry (804) 367-4639 FAX (804) 527-4455

March 11, 2021

Gloria Quist, RN Program Coordinator Classic Nurses Academy 85 S. Bragg Street, Suite 103 Alexandria, VA 22312

Program Code: 100597

Dear Ms. Quist:

Thank you for your attention and response to the Virginia Board of Nursing's request for additional documentation concerning the requirements for the nurse aide education program at Classic Nurses Academy. It has been determined that with the implementation of the changes indicated in the additional documentation, requirements for continued approval have now been met.

Therefore, the program at Classic Nurses Academy will continue to be listed as a nurse aide education program approved by the Virginia Board of Nursing.

Section 18 VAC 90-26-60 (A)(2) of the Board of Nursing Regulations requires that each nurse aide education program prepare and submit a program evaluation report in the intervening year that an on-site review is not conducted. The Board will provide a form for this purpose.

Best wishes as you continue to educate nurse aide students and to assist them toward their goal of state certification. Please do not hesitate to contact our office if we can be of assistance in this endeavor.

Sincerely,

acquelyn Wilmoth RN, MSN

Jacquelyn Wilmoth, MSN, RN Deputy Executive Director

Cc: Charles Antwi, Owner Samantha Baugher, BSN, MHAEd, Education Program Inspector



CLASSIC NURSES ACADEMY NURSE AIDE PROGRAM AM & PM CLASS SYLLABUS (1/21) 85 S. BRAGG STREET # 103 ALEXANDRIA, VA. 22312 TEL: 703- 658-9575, 571 241 6351, FAX: 703 658 9517

Primary Instructors: Gloria B. Quist RN, 703 932 3471, Other Instructors: Sakyiwa Williams RN, 571-575-6280, Francis Lebbie, LPN. 571-234-2571

Course Description: Nurse Aide Training

Class & Clinical / Lab Schedules: MONDAY – FRIDAY 9am-3.30pm Morning Class (on-line and in-person classes) 4pm – 10.30pm Evening Class (in-person classes only)

Morning Class Lunch Break: 12:pm-12.30p.m. Evening Class Dinner Break: 7: p-7:30p Clinical: Morning: 0700-1530, (Both AM & PM classes will take morning clinical rotation. (Mon-Fri.)

Course Objectives:

At the completion of this course, the student will be able to:

- 1. Provide direct care and / assistance to the elderly or disabled persons in the Long-term care facility under the supervision of a licensed nurse, respecting the rights and dignity of the resident as an individual.
- 2. Utilize the holistic concept in caring for the residents by stating at least one physical, social, emotional and spiritual need of the residents.
- 3. Apply basic skills in observation, communication and certain nursing techniques that will provide a safe, clean and therapeutic environment for all residents.
- 4. Will be able to communicate and interact competently with residents, family members and care teams on a one on one basis.
- 5. Demonstrate an understanding of restorative nursing principles by utilizing the skills needed to promote the independence of the resident under the supervision of a licensed nurse.
- 6. Functions in other long term care facilities providing nursing aide care to the elderly and disabled.
- 7. Will be able to demonstrate behavior in support and promotion of resident's rights.
- 8. Will be able to demonstrate skills in observation, reporting and documentation needed to participate in the assessment of resident's health, physical condition and wellbeing
- 9. Teach resident in self-care according to client's abilities and as directed by a supervisor.
- 10. Take both the written and skills NNAAP exam, and if successful become certified in Virginia.

<u>Evaluation and Testing</u>: Each student will be evaluated in THREE AREAS for satisfactory completion of the program. The final grade will be based on weighted scores achieved on all quizzes, which will equal to 20% of the total grade, attendance will carry 5% and the final comprehensive exam of 100 multiple choice questions will carry 75% of the total grade.

- 1. **Post lecture Test:** Written posttest after each day's series of units with 50% average required for passing. A student who scores less than average on a unit series will be allowed to retake the test once.
- 2. Lab Skills: Each student must demonstrate skills with satisfactory competence in the lab as listed on the Skills Check List: before actual clinical contact with a resident. Clinical assignment and objective for each unit must be completed with a satisfactory demonstration in all areas as outlined in the Lab Assignment and Objective sheet fore each unit.
- 3. **Participation in Class Activities:** Student must demonstrate by preparedness for class and participation in discussions, role-plays and return skills demonstrations.

Methods of Instruction: Methods of instructions shall include discussions, questioning, role-play, simulation and demonstrations (Power Points, Audio- visual (Ruth Mayer's Essential. Skills – YouTube) and actual hands on)

Assignments: Reading and workbook assignments will be given at the end of each unit of classroom instruction so that the next unit may be studied. Selected handouts will be included in the reading assignments for various units. These handouts and workbook assignments should be completed and returned the next day. Students are expected to complete the reading assignment for the next chapter prior to coming to class.

Clinical assignments will be given at the conclusion of the classroom instruction for a particular unit of study, directed to the application of classroom instruction. The assignment will be for total patient care under the supervision of clinical instructor or instructors. Special emphasis will be placed on demonstration of clinical competence for that unit of study.

Module Grade: A-90-100% B-80-89% C-70-79% D-60-69 F-Below 60%

Examinations are to be taken as scheduled. Regardless of reason. all rescheduled exams will have 5% deducted from the final score and must be completed by the end of the week which the test was originally scheduled. Failure to do so will result in forfeiture of the available points. A minimum of "C" is required to satisfactorily complete the program. Student found cheating in class will be dismissed from class and will have to explain behavior in writing and schedule a meeting with the director of the program.

Students will be expected to complete their lab skills practice check off with 100% accuracy prior to final skills return demonstration.

Required Text & Work Books:

****VIRGINIA BOARD OF NURSING NURSE AIDE CURRICULUM (2018)**

Notification Process: Notification of illness or emergency must be by phone and message left at 571 241 6351, 703 658 9575, or contact instructor at the given telephone numbers above. Messages will be checked prior to every class session and emergencies and sick calls will be returned ASAP. School Policies: The following policies are observed in class and clinical areas:

Lateness & Attendance: Students should plan to arrive in school 10 before class starts and 15min. before clinical. If you plan to arrive later than the scheduled class or clinical time, call your instructor before the start of class/clinical. Upon missing a class student will be responsible for subject content taught in class. Absenteeism will not be tolerated. <u>NO absenteeism in Clinical / Lab</u>. If a student misses clinical session he/she will have to make it up in the next class in other to satisfy graduation requirements.

Electronic Devices: Cellular phones, beepers or any other electronic paging or beeping devices are not permitted in class and clinical areas. Turn off electronic beeping / paging devices during class and clinical periods. Give the schools main phone numbers **703 658 9575 / 571 241 6351** as emergency contact to your family to contact you if need be.

Misconduct: Any student discovered in engaging in any form of misconduct would be dismissed from class /clinical area. Students who misconduct themselves will have to explain in writing to the program director, the reason. Student will be counseled, and appropriate disciplinary action taken to prevent incident from happening again. Students who display insubordination or disrespect for instructors will be dismissed from the program and only 20% of their fully- paid fees will be refunded.

Non-Discrimination Policy: Classic Nurses Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, students and volunteers.

Equal Opportunity Policy: Classic Nurses Academy is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee, student or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Registration and payment Options: First option is a one-time full payment. Second option, student is required to pay \$30 for registration fee and \$70 for books prior to commencement of class. The remainder will be split into three parts. First payment of \$400 will be due the **first** week of class, Second payment of \$400 due the **second** week and third payment of \$365 due the **third** week of class. These payments sum up to the total amount of \$1,265.00. Payments are accepted by Cash, Money order, Business or personal checks and credit/ debit cards.

** All Payments shall be Made in full prior to the clinical rotation which falls on the fourth / fifth week of class**

Cancellation and Refund Policy: An applicant who provides written notice of cancellation within three working days after registration is entitled to a refund of all monies paid **except for the cost of books and registration** no later than 30 days of receiving the notice of cancellation.

Refund after the commencement of class: A student who chooses to withdraw from school a week after commencement of class will not be granted any refund.

******Uniform Code: Royal blue Nurses' Scrubs, Gait Belt and name tag at all times when in clinical setting.

** Clinical Site: Lincolnia Assisted Living. 4710 N. Chambliss Street, Alexandria VA 2231

CLASSIC NURSES ACADEMY NURSE AIDE PROGRAM TOPIC OUTLINE

23- Days Session

	Days Session	Г <u></u>		
Y TOPICS	TEACHING TOOLS/LAB	Unit	STUDENT EVALUATION	
Nurse Aides in the Long-Term Care and Acute Care:	Power point presentations	Unit 1	Return Demonstrate Skills in school	
Unit sub-Topics:1. Long-Term Care and Acute Care2.Payment Options for long term carefacilities3.OBRA Act. Of 1987(Omnibus BudgetReconciliation Act. Of 1987)4. Healthcare Team5. Common tasks of the Nurse Aide6. Professional behavior of the NurseAide7 Delegation of duties to NA by the RN(see Regulations Governing the Practiceof nursing 18 VAC90-20-420 to 460)8. Applying for employment as a NurseAide	 *Hand washing (page 28.CHB) *Donning and Removing PPE (Gown and Gloves) (Page 31.CHB) Bed Operations Skills practice in school lab Video Review – (Ruth Mayer's Essential Skills on You tube) Handout: Guidance Document 90-59 Regulations Governing 		lab Student's participation in classroom discussions & scenarios: Post lecture quizzes Chapter Test	
Communication and Interpersonal Skills: Unit sub-Topics: 1.Elements of Communication 2.Senses in Communication 3.Communication among health care team 4.Communication with specific populations 5. Interpersonal skills for Nurse Aides 6. Conflicts Management 7. Social media and cellphone use	CNA's	Unit 2		
Infection Control: Unit sub-Topics: 1.Overview of infection 2.Prevention of infection Safety Measures: Unit sub-Topics:	*Applies one knee-High Elastic Stocking (page 28.CHB) *Performs passive range of motion (PROM) For one knee and one ankle (page 36.CHB) *Performs passive range of motion (PROM) for one shoulder (page 36.CHB) Video Review – (Ruth Mayer's	Unit 3 Unit 4	Return Demonstrate Skills in school lab Student's participation in classroom discussions & scenarios:	
τ	Unit sub-Topics: of common accidents	motion (PROM) for one shoulder (page 36.CHB)Unit sub-Topics:of common accidentsVideo Review - (Ruth Mayer's Essential Skills on You tube)	motion (PROM) for one shoulder (page 36.CHB)Unit 4Unit sub-Topics:Video Review – (Ruth Mayer's Essential Skills on You tube)	
3	Emergency Measures: Unit sub-Topics: 1.Life Threatening Emergency Measures 2.Basic Emergency Measures Clients Rights: Unit sub-Topics: I.Basic rights of all Clients / Residents 2.Rights of Clients / Residents of Long-Term Care facilities 3. Holistic needs of residents in long-term care facilities	Skills practice & Video Review – (Ruth Mayer's Essential Skills on You tube) Post mortem care. Collecting Specimen. (Urine and Sputum)	Unit 5 Unit 6	Post lecture quizzes Chapter Test Return Demonstrate Skills in school lab Student's participation in classroom discussions & scenarios: Post lecture quizzes Chapter Test
---	---	---	------------------	---
4	term care facilities Skills day	*Assists with use of bedpan (page 30.CHB) *Measures and records Urinary output (page35.CHB) *Provides perineal care for female (page 40.CHB) *Positions on side (page 38 CHB) Make an Occupied Bed Making a Closed Bed Making an open bed *Dress Client with affected (weak) right arm (page32.CHB) *Transfers from bed to wheelchair using transfer belt (page 41.CHB) *Measures and records weight of ambulatory client (page 35. CHB) *Assists to ambulate using transfer belt (page 29.CHB) Incontinent care (Applying and removing Briefs) Finger nail care Skills practice & Video Review – (Ruth Mayer's Essential Skills on You tube)		Return Demonstrations

5	Basic Skills:		Unit 7	
	Unit sub-Topics:			
	 1.How to Begin and End Resident Care 2.Recognizing Changes in body functions and the importance of reporting these changes to the appropriate licensed nurse 3.Caring for the resident's environment 4.Vital Signs (VS) 	*D 11 (1		D (
6	Personal Care Skills: Unit sub-Topics: 1.Guidlines for assisting with Personal Care 2. Bathing 3.Oral Hygiene	*Provides mouth care (page 39.CHB) *Clean upper or Lower Denture (page 30.CHB) *Counts and records radial pulse (page 31.CHB) *Counts and records respirations (page 31.CHB) *Measures and records manual Blood pressure (page 42.CHB)	Unit 8	Return Demonstrate Skills in school lab Student's participation in classroom discussions & scenarios: Post lecture quizzes
		Skills practice & Video Review – (Ruth Mayer's Essential Skills on You tube)		Chapter Test
7	Personal Care Skills: Unit sub-Topics: 4.Grooming 5.Dressing 6.Toiletting	Skills practice & video review Video Review – (Ruth Mayer's Essential Skills on You tube)	Unit 8	Return Demonstrate Skills in school lab Student's participation in classroom discussions & scenarios:
		(2hrs.)		Post lecture quizzes Chapter Test
8	Personal Care Skills:	Skills practice & video review	Unit 8	Return Demonstrate

	Unit sub-Topics: 7. Eating and Hydration 8. Care of the skin(Integumentary	Video Review – (Ruth Mayer's Essential Skills on You tube)		Skills in school lab
	System) 9. Transfer, Positioning and Turning	(2hrs.)		Student's participation in classroom discussions & scenarios:
				Post lecture quizzes
9	Individual Client's Need, Including Mental and Social service Needs:	Skills practice & video review Video Review – (Ruth Mayer's	Unit 9	Chapter Test Return Demonstrate Skills in school lab
	Unit sub-Topics: 1.Basic Psychosocial Needs 2.Mental Health 3.Mental Illness 4. Guidelines to modify the Nurse Aide's behavior in response to the behavior of Client/ Residents	Essential Skills on You tube)		Student's participation in classroom discussions & scenarios:
	 5. Behavior management techniques 6. Supporting age-appropriate behavior 7. Responding appropriately to client's/Resident's behavior 8. Family/Concerned others as sources of emotional support 	*Closed Bed *Open bed *Temperature (O,R,A)		Post lecture quizzes Chapter Test
	9. Providing appropriate clinical care to the aged and disabled			
10	Special Needs client / Resident: Unit sub-Topics:	Skills practice & Video Review – (Ruth Mayer's Essential Skills on You tube)	Unit 10	Return Demonstrate Skills in school lab
	 Nervous system Cogniotive Impairment Endocrine System 			Student's participation in classroom discussions & scenarios:
				Post lecture quizzes
11	Restorative Services:		Unit 11	Chapter Test Return
	Unit sub-Topics:	Skills practice & Video Review – (Ruth Mayer's Essential Skills on You tube)		Demonstrate Skills in school lab

	 1.Definition 2.Guidlines of rehabilitation and restorative Care 3.Methods to teach residents to participate in self-care 4. Assistive Devises 5. Range of Motion Exercises 6.turning and positioning in bed and chair 7.Prosthetic and orthotic devices 8. Bladder and bowel training 	*Give modified bed bath (face and one arm, hand and underarm)(page 33.CHB) *Feed client who cannot feed self (page 33.CHB) *Provides foot care on one foot (page 38.CHB) *Provides catheter care for female page 37.CHB)		Student's participation in classroom discussions & scenarios: Post lecture quizzes Chapter Test
12	Respiratory System, Cardiovascular System, HIV/Aids, Cancer and Care of the Resident when Death is Eminent:	Skills practice & video review – (Ruth Mayer's Essential Skills on You tube)	Unit 12	Return Demonstrate Skills in school lab
	Unit sub-Topics: 1.Respiratory System 2.Cardiovasular System 3.Resident with Aids (Acquired Immune Deficiency Syndrome) 4.The Resident with Cancer 5.Care of the Resident when Death is eminent	Handout: Laws and Regulations for certified		Student's participation in classroom discussions & scenarios: Post lecture quizzes Chapter Test
13	Admission, Transfer and Discharge Unit sub-Topics: 1.Admission to the Long-term Care	nurse aides Skills demo & video review (Ruth Mayer's Essential Skills)	Unit 13	PRACTICE EXAM
	Facility 2.Transfer of resident 3.Discharge			
14	Legal and regulatory Aspect of Practice for the Certified Nurse Aide:	Skills demo & video review (Ruth Mayer's Essential Skills)	Unit 14	PRACTICE EXAM
	Unit sub-Topics: 1.Professional Behaviors of a Nurse Aide 2.Nurse Aide Code of Ethics			

	 3.Conflict Management 4.Regulatory Agencies for Nurse Aides 5.Inappropriate behavior for the Nurse Aide 6.Mandated Reporter Authority (63.2- 1606of VA code) 7.Disciplinary Proceedings against a Certified Nurse Aide 8.Responsibilities of Certified Nurse Aides to the Virginia Board of Nursing (BON) (18VAC9-25-10 et seq) 9.Responsibilities of Employers of the Nurse Aide to the Board of Nursing 10.Obtaining Certification 		
15	Exam 3 (Ch. 7-10)	Skills demo & video review (Ruth Mayer's Essential Skills) Final day for skills return demonstration MUST PASS WITH 100% ACCURACY	PRACTICE EXAM
16	CLINICAL SKILLS	8hrs.	
17	CLINICAL SKILLS	8hrs.	
18	CLINICAL SKILLS	8hrs.	
19	CLINICAL SKILLS	8hrs.	
20	CLINICAL SKILLS	8hrs.	
21	LAB & Class	6hrs.	Must pass with 100% accuracy
22	Final Comp. Exam. MUST PASS WITH 85% AND UP TO QUALIFY TO ATTEMPT THE VIRGINIA STATE BOARD EXAM. Complete NNAAP application forms, issue certificate of completion & skill checklist to each student.	6hrs. (Class &Clinical Hrs.	
23	Final Day for Make–ups	4hrs.	

Eligible Training Providers List - Recertification

21 thu

PROVIDER NAME: 1st CDL Training Center of NOVA

A SEF	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ING P	ROGRAM	
Approved Pro	gram Name:			CDL	A (Trac	tor Trailer)	
Reporting Peri	od:			July 1, 2020 – June 30, 2021			
Number of stuc Reporting Perio		ated in your training progra	ım during the	A Stude 215		WIOA Students Only 50	
If you need help at 703.228.1412		A-sponsored students, call E	David Remick				
Total number o Meet or Exceed		ccessfully completed your p	program. (Goal:	153	11%	46 42%	
		rned an in-demand industry gree. (Goal: Meet or Excee		150	98%.	29	
	ents who obtained training program.	l unsubsidized employment	: after	8	U	/	
		participants who are in unsu parter after exit from your f		23		23	
ls the informatic	on listed on your i	nitial application current?		[x] Yes [] No (If no, email corrections to <u>dremick@arlingtonva.us</u>)			
skills? Reference: <u>https://</u> content/uploads/si	arlingtonva.s3.amaz	DA-Local-Policies-for-the-VCV		[x] Y (If yes, soft sk your c	es email ; ills are urriculu	[] No an example of how embedded into	
l certify that	the above infor	mation is accurate.					
Name of Authorized Representativ	ve:	Nadeem Ikram		_	Dat	e:08/04/2021	
Title:		Director					
Email:	nadeem@lst	cdltrainingcenter.com	Telephone:	703	347 7	999	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

PROVIDER NAME: CDL B(Dump Truck)

A SEF	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ING P	ROGRAM
Approved Pro	gram Name:			CDL B	l (Dum	ıp Truck)
Reporting Peri	od:			july 1, 2020 – June 30, 2021		
Number of stuc Reporting Perio		ated in your training progra	m during the	Al Stude		WIOA Students Only
	identifying WIOA	sponsored students, call E	David Remick			
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)			12	G29.	3	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)			d 65%)	12	م) ^ل حم	3
Number of students who obtained unsubsidized employment after completing your training program.			after			
		participants who are in unsu parter after exit from your f		21	, ,	21
ls the informatic	on listed on your i	nitial application current?	,	[x] Yes [] No (If no, email corrections to <u>dremick@arlingtonva.us</u>)		
skills? Reference: <u>https://</u> content/uploads/si	arlingtonva.s3.amazi	DA-Local-Policies-for-the-VCV		[x] Ye (If yes, soft ski your cu	email a lls are Irriculi	[] No an example of how embedded into
I certify that the above information is accurate.						
Name of Authorized Representativ	ve:	Nadeem Ikram			Dat	e:04/04/2021
Title:		Director				
Email:	nadeem@lsto	cdltrainingcenter.com	Telephone:	703	347 7	999

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1⁵⁷ FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

10 proved &

PROVIDER NAME: In CDL Training Center of NOVA

	MUST BE COMPLETE	D FOR EACH	TRAINI	NG PROGRAM
Approved Program Name:			CDL B(
Reporting Period:			July I	, 2020 – June 30, 2021
Number of students who particip Reporting Period. If you need help identifying WIOA at 703.228,1412		-	All Studer 54	wioA Students Only 5
Total number of students who su Meet or Exceed 50%)	ccessfully completed your p	program. (Goal:	53	5 1°6 6 2
Total number of students who ea certificate, license, diploma, or de	gree. (Goal: Meet or Excee	d 65%)	53	5 (2)%
Number of students who obtained completing your training program				
The median earnings of program p employment during the second qu program.			17	17
Is the information listed on your i	nitial application current?			s [] No mail corrections to @arlingtonva.us)
Does your curriculum include elec skills? Reference: <u>https://arlingtonva.s3.amaz</u> <u>content/uploads/sites/39/2020/06/VVIC City_Arlington-County-Region.pdf</u> pag	onaws.com/wp- DA-Local-Policies-for-the-VCV		[x] Yes (If yes, e soft skill your cur	
I certify that the above infor	nation is accurate.	L		
Name of Authorized Representative:	Nadeem Ikram			Date:08/04/2021
Title:	Director		3	
Email: nadeem@lst	cditrainingcenter.com	Telephone:	703 3	347 7999

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1³⁷ FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

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

Date:

Name of Person Completing the Form:

Training Provider's Name:

Address of the training facility:

Equal Opportunity & Access Review

1.		ny of the following policies/procedures changed since your initial a e Training Provider List? (<i>If so, please provide updated documentation</i> a	• •	
		Grievance/Complaint Procedure	Yes	x⊡ No
		Equal Opportunity is the Law poster prominently displayed	🗅 Yes	x No
		Limited English Proficiency Process	🗆 Yes	xo No 👒
		Reasonable Accommodations (for individuals with disabilities)	🗆 Yes	x⊡ No
2.	Are the organi	e following items available for individuals attending training throug zation:	gh your	
		Auxiliary aids for individuals with hearing and/or visual impairment	🗆 Yes	⊡x No
		Accessible workstations with accessible software	x□ Yes	🗆 No
		Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.)	x⊡ Yes	🗆 No
		Interpreters (spoken language & sign language)	🗆 Yes	□ xNo

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? <u>By bilingual</u> instructors

 Has training been provided to instructors on services available to LEP students?

 x::: Yes

 Is material and posters displayed in alternate languages?

 Yes

 Yes

 Yes

 Yes

 Yes

 Yes

 Yes

 X:: Yes

 Yes

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 15T FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

6. Classroom Curriculum, For CDI. A And B

Number of Hours: 40

The following topics will be covered in the 40 hours classroom training. The objective of this part of training is preparing students to pass their learners permit examinations at DMV. The 40 hours training amounts to 5 days from 9:00am to 5:00pm as shown below on the tables.

Day 1 of Week 1

Week 1, Day 1	Timə	Торіс	Source and Methodology
	9:00am-10:30am	 Registration and Orientation, Review of School's policy and procedures Review of job environment, Review of training and Tests Ploviding Training materials and school supplies to students 	Classroom lecture, Questions and answers Training guide, gloves etc
	10:30am-11:00am	 Medical requirements and other safety rules State motor vehicle laws Registration, proof of insurance and licensing laws Special taxes Federal Motor Carrier Safety Administration rules 	DOT guidelines/classroom lecture
	11:01am-12:00pm	 Human trafficking Myths and misconceptions of human trafficking 	VA Commercial Driver's Manual Classroom Lecture and discussions
	12:30pm-1:30pm	 Signs and recognizing human trafficking Measures to take Reporting 	VA Commercial Driver's Manual Classroom Lecture

	1:31pm-3:00pm	 Basic Professional Skills required from a driver Time Management Registering working hours and logs Anger Management Perceptiveness 	Classroom Lecture/ VA commercial driver's manual Commented	[n]1]:
		 Adaptability Safe Driving and Passenger or cargo Supervision Driver Qualifications and Disqualifications Consequences of Driving Under Influence International Registration Program 		
Additional Reference	4:00 pm-5:00pm	 DMV books and school's websites for practice test questions Pre-Trip Inspection videos 	VA commercial driver's manual www.cdlexam.com Online practice	

Day 2 of Week 1

Week 1, Day 2	Time	Торіс	Source and Methodology
	9:00 am-9:30pm	Vehicle Inspection	School handbook/classroom lecture
	9:00am-10:00am	Basic Control of Vehicle	School handbook and /classroom lecture
	10:01-12:00am	 Shifting gears Seeing Communicating Space management Controlling speed Seeing hazards 	VA commercial drivers manual/classroom lecture FTA

3/14/21 17.0

George Mason University Continuing and Professional Education

PROVIDER NAME:

A SEF	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAINING	PROGRAM	
Approved Prog	gram Name: COI	mpTIA A+				
Reporting Peri				July 1, 2	020 – June 30, 2021	
		ated in your training progra	m during the	All Students	WIOA Students Only	
Reporting Perio	d.			17	1	
lf you need help at 703.228.1412		-spoπsored students, call Ε	David Remick			
Meet or Exceed	50%)	cessfully completed your p		16	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	f students who ear se, diploma, or deg	We do not impointed non-Wit	A sh We do not inack the in non-WICA students			
completing your	lents who obtained r training program.	We do not track for non-Will	2A on We continue to follow-up with eludents repart			
		participants who are in unsu arter after exit from your f		We do not trac for non-WIOA students		
Is the informatic	on listed on your i	nitial application current?		Yes In No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: <u>https://</u> content/uploads/si	iculum include eler /arlingtonva.s3.amaze ites/39/2020/06/VVIC ounty-Region.pdf pag		soft skills a your curric	No ail an example of how re embedded into culum to arlingtonva.us)		
	the above infor	mation is accurate.				
Name of Authorized Representati	ve:	Scott Bailey			^{Pate:} 7/28/2021	
Title:		Office Manager		+		
Email:	sbailev1@	gmu.edu	Telephone:	703-9	993-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204

703.228,1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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



George Mason University Continuing and Professional Education

PROVIDER NAME:

Approved Program Name: Accounting and Auditing for Government Contracts Reporting Period: July 1, 2020 – June 30, 2021 Number of students who participated in your training program during the Reporting Period. Aill Students If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 13 0 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 12 0 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 12 0 Number of students who obtained unsubsidized employment after completing your training program. weature there with a mean industry recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) We do not track for non-WOA students regarding this information The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WOA students regarding this information Does your curriculum include elements of soft skills/basic professionalism skills? E) Yes (If no, email corrections to dremick@arlingtonva.us) I certify that the above information is accurate. Scott Bailey Date: 7/28/2021 Name of Authorized Representative: Scott Bailey Date: 7/28/2021 Title: Office Manager Telephon			MUST BE COMPLETE	D FOR EACH	TRAIN	ING F	ROGRAM	
All WIOA Number of students who participated in your training program during the Reporting Period. All Students Students Students Only If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 13 0 13 0 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 12 0 0 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 0 0 0 Number of students who obtained unsubsidized employment after completing your training program. 0 0 0 0 The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WOA students second quarter after exit from your training program. We do not track for non-WOA students second quarter after exit from your training soft students regarding this information listed on your initial application current? If Yes No ((ff no, email a example of how soft skills/basic professionalism skills? Reference: https://arlingtonva.s3.amazonaws.com/wp:-contexter. Scott Bailey Date: 7/28/2021 I certify that the above information is accurate. Scott Bailey Date: 7/28/2021 Title: Office Manager	Approved Pro	gram Name: Acco	unting and Auditing for Gover	mment Contracts				
Number of students who participated in your training program during the Reporting Period. Students	Reporting Per	iod:	, <u> </u>		July	1, 202	0 – June 30, 2021	
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 13 0 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 12 0 0 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 12 0 0 Number of students who obtained unsubsidized employment after completing your training program. we and the down of the second quarter after exit from your training program. We do not track for an-WIOA students who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for an-WIOA students regarding this information Is the information listed on your initial application current? If Yes No No Oes your curriculum include elements of soft skills/basic professionalism skills? If Yes No No Reference: https://arlingtonva.33.amazonaws.com/wp: content/upload/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria-City_Arlingtonva.us) No (ff 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: 7/28/2021 Title: Office Manager Office Manager Date: 7/28/2021 <td></td> <td></td> <td>ated in your training progra</td> <td>im during the</td> <td></td> <td>-</td> <td></td>			ated in your training progra	im during the		-		
at 703.228.1412 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) Number of students who obtained unsubsidized employment after completing your training program. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WIOA students with information is the information listed on your initial application current? We do not track (0 arlingtonva.us) Does your curriculum include elements of soft skills/basic professionalism skills? No (If yes, email an example of how soft skills / Basic professionalism city - Alexandria- City Arlington-County-Region.pdf page 18. I certify that the above information is accurate. Date: 7/28/2021 Name of Authorized Representative: Office Manager					13	3	0	
Meet or Exceed 50%) 12 92% Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) We and the total to add to a	If you need hel at 703.228.1412	ο identifying WIOA 2	A-sponsored students, call [David Remick				
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) It early the second and the second provided the second quarter after exit from your training program. It early the second quarter after exit from your training program. We do not track for non-WIOA students regarding this information Is the information listed on your initial application current? If Yes No No Does your curriculum include elements of soft skills/basic professionalism skills? If Yes No No Reference: https://arlingtonva.s3.amazonaws.com/wp-content/wploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandriation If Yes No I certify that the above information is accurate. Name of Authorized Representative: Scott Bailey Date: 7/28/2021 Title: Office Manager Office Manager Date: 7/28/2021	Meet or Exceed	Meet or Exceed 50%)					ONDA	
completing your training program. We do not track for non-WIOA at the table-up with addets input of program participants who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WIOA students who are in unsubsidized for non-WIOA students regarding this information Is the information listed on your initial application current? If Yes No (if no, email corrections to dremick@arlingtonva.us) Does your curriculum include elements of soft skills/basic professionalism skills? If Yes 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: 7/28/2021 Title: Office Manager						r non-WICA etc	We continue to follow-up with students regard	
employment during the second quarter after exit from your training program. If the unit of the second quarter after exit from your training students regarding this information Is the information listed on your initial application current? If Yes No Obset your curriculum include elements of soft skills/basic professionalism skills? If Yes No Querter structure include elements of soft skills/basic professionalism skills? If Yes No City_Arlington_County-Region_pdf page 18. If yes No I certify that the above information is accurate. Name of Authorized Name of Authorized Scott Bailey Date: 7/28/2021 Title: Office Manager Date: 7/28/2021						nan-WIGA at	We continue to follow-up with etudente regard	
Image: Does your curriculum include elements of soft skills/basic professionalism skills? If no, email corrections to dremick@arlingtonva.us) Image: Does your curriculum include elements of soft skills/basic professionalism skills? Image: 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. Image: Does your curriculum to dremick@arlingtonva.us) I certify that the above information is accurate. Name of Authorized Representative: Date: 7/28/2021 Title: Office Manager Date: 7/28/2021	employment du program.	ring the second qu	arter after exit from your t		for non-W		follow-up with students regarding	
skills? Reference: https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/39/2020/06/WIQA-tocal-Policies-for-the-VCW-Alexandria-City_Arlington-County-Region.pdf page 18. (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. Date: 7/28/2021 Name of Authorized Representative: Office Manager	Is the information	on listed on your i	nitial application current?		(If no, email corrections to			
Name of Authorized Representative:Scott BaileyDate: 7/28/2021Title:Office Manager	skills? Reference: https://arlingtonva.s3.amazonaws.com/wp- content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria-				Yes No (If yes, email an example of how soft skills are embedded into your curriculum to			
Authorized Representative:Scott BaileyDate: 7/28/2021Title:Office Manager		the above inform	mation is accurate.					
	Authorized	ve:	Scott Bailey			Dat	^{æ:} 7/28/2021	
Email: sbailey1@gmu.edu Telephone: 703-993-2109	Title:		Office Manager		· · · · · · · · · · · · · · · · · · ·			
	Email:	sbailey1@)gmu.edu	Telephone:	70:	3-99	3-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204

703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

Apr 8/17/22/

George Mason University Continuing and Professional Education

PROVIDER NAME:

A SEPARATE F	ORM MUST BE COMPLE	TED FOR EACH	TRAINI	NG PR	OGRAM	
Approved Program Name:	Certified Information System Securi	ty Professional (CISSP)				
Reporting Period:			July	1, 2020	– June 30, 2021	
Number of students who pa Reporting Period.	rticipated in your training pro	ogram during the	All Stude	nts	WIOA Students Only	,
	WIOA-sponsored students, ca	all David Remick	3		0	
Meet or Exceed 50%)	ho successfully completed yo		3	1.0%	0 pe	Ą
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				non-WICA as	a continue to follow-up with students rep	gard
Number of students who ol completing your training pro	Vite do not track for	neer-1900A et 14	le continue la fallow-up with students req	940		
	gram participants who are in u and quarter after exit from yo		We do not for non-W students	IOA fo	Ve continue to ollow-up with tudents regarding his information	
Is the information listed on	your initial application current	t?	(if no, e	Yes No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: <u>https://arlingtonva.s</u> .	6/WIOA-Local-Policies-for-the-		(If yes, soft ski your cu	Yes No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonya.us)		
-	information is accurate.					
Name of Authorized Representative:	Scott Baile	ey		Date	• 7/28/202 1	1
Title:	Office Manage	er	8			
Email: sbaile	y1@gmu.edu	Telephone:	703	8-993	3-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228,1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

n

George Mason University Continuing and Professional Education

PROVIDER NAME:

		MUST BE COMPLETE	D FOR EACH	TRAIN	ING F	ROGRAM	
Approved Progra	Cisc	o Certified Network Ass	ociate (CCNA)				
Reporting Period	k:		×	July	1, 202	20 – June 30, 2021	
Number of studen Reporting Period.	nts who participa	ated in your training progra	am during the	Al	•	WIOA Students Only	
Reporting Feriod.				3		1	
lf you need help id at 703.228.1412	lentifying WIOA	-sponsored students, call I	David Remick	-			
Meet or Exceed 50	0%)	cessfully completed your p		3	194	1	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					non-WICA ta		
Number of students who obtained unsubsidized employment after completing your training program.					non-WICA ut	We continue to fellow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do not track for non-WIOA students students big this information		follow-up with students regarding	
	_	nitial application current?		(If no, o	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/VVIOA-Local-Policies-for-the-VCW-Alexandria- City_Arlington-County-Region.pdf page 18.				✓ Yes (If yes, soft ski your cu	Yes No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
	e above inforr	nation is accurate.					
Name of Authorized Representative: Scott Bailey					Dat	e: 7/28/2021	
Title: Office Manager						2	
Email: S	bailey1@)gmu.edu	Telephone:	703	3-99	3-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1# FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARUNGTONVA.US

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

19 Co B114/21 Q

PROVIDER NAME: George Mason University Continuing and Professional Education

A SE	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ING I	ROGRAN	1
Approved Pro	Cont	ract Changes and Equital	ole Adjustments			1	
Reporting Per	iod:			July	1, 202	20 – June 30	, 2021
Reporting Perio	od. p identifying WIOA	ated in your training progr	_	Stude 14	ents	Studen (ts Only
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					د س	6 C	10MS
				We do not track lo	<u></u>	Vie contract to balance	e with students regard
Number of students who obtained unsubsidized employment after completing your training program.				We do not track to	r non-WICA etc	We continue to follow-u	P with shadents regard
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.					We do not track We continue to for non-WIOA follow-up with students students regarding this information		
		nitial application current?		(lf по,	Z Yes No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: https:/ content/uploads/s City_Arlington-C	/arlingtonva.s3.amaz. ites/39/2020/06/VVIC ounty-Region.pdf pag	DA-Local-Policies-for-the-VCV ge 18.		(If yes, soft ski your ci	Yes IN No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
	the above inform	mation is accurate.		_			
Name of Authorized Representati	ve:	Scott Bailey			Dat	^{:e:} 7/28/	2021
Title:	3)	Office Manager					
Email:	sbailey1@)gmu.edu					9
			·		- 22		

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1ST FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCILARLINGTONVA.US

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

5

PROVIDER NAME: George Mason University Continuing and Professional Education

		MUST BE COMPLETE	D FOR EACH	TRAIN	ING F	ROGRAM	
Approved Pro	^{gram Name:} Con	tract Cost Accountin	g Deep Dive				
Reporting Peri	iod:			July	July 1, 2020 – June 30, 2021		
Number of stud Reporting Perio		ated in your training progra	am during the	Al	-	WIOA Students Only	
	o identifying WIOA	A-sponsored students, call I	David Remick	85	5	0	
Total number o Meet or Exceed		ccessfully completed your p	program. (Goal:	21	600	0 ndfd	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					nen-W/Q& da	We continue to follow-up with students regard	
Number of students who obtained unsubsidized employment after completing your training program.					r non-WICA st	We continue to follow-up with eludents regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.					We do not track We continue to for non-WIOA follow-up with students students regarding this information		
Is the information	on listed on your i	nitial application current?		(lf no,	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/WIQA-Local-Policies-for-the-VCW-Alexandria- City_Arlington-County-Region.pdf page 18.				(If yes, soft ski your ci	Yes No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
I certify that	the above inform	mation is accurate.	8				
Name of Authorized Representative: Scott Bailey					Dat	^{.e:} 7/28/2021	
Title: Office Manager							
Email:	sbailey1@	gmu.edu					
Email:	sballey1@	ygmu.edu	Telephone:	/0:	3-99	93-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 WORKFORCECOUNCIL.ARLINGTONVA.US

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

PROVIDER NAME: _____ George Mason University Continuing and Professional Education

A SE	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAINI	NG P	ROGRAM	
Approved Pro	gram Name: Ethic	s and Compliance in Govern	ment Contracting				
Reporting Per	iod:			July	1, 202	0 – June 30, 2021	
Number of stue Reporting Peric	dents who particip	ated in your training progr	am during the	All Stude		WIOA Students Only	
	o identifying WIO/	A-sponsored students, call	David Remick	20		0	
Meet or Exceed	i 50%)	ccessfully completed your		20	1.20%	0	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				We do not track for n	ter AOM-ner	We continue to follow-up with students regard	
Number of students who obtained unsubsidized employment after completing your training program.					tte AORW-no	We continue to follow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do not track We continue to for non-WIOA follow-up with students students regarding this information			
		nitial 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.				(If yes, e soft skill your cu			
	the above inform	mation is accurate.					
Name of Authorized Representative: Scott Bailey				Date	[₽] 7/28/2021		
Title:	Title: Office Manager						
Email:	sbailey1@)gmu.edu	703-993-2109				

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

PROVIDER NAME: George Mason University Continuing and Professional Education

A SE	PARATE FORM	MUST BE COMPLE	TED FOR EACH	TRAIN	ING F	ROGRAM	
Approved Pro	gram Name: Masi	ters Academy in Govern	nment Contracting				
Reporting Per	iod:			July	1, 202	0 – June 30, 2021	
Number of stud		ated in your training pro	gram during the	Al Stude		WIOA Students Only	
				26	i	0	
If you need help at 703.228.1412	b identifying WIOA 2	A-sponsored students, ca	II David Remick				
Meet or Exceed	Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)				1004	O NAT	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				We do not track for		We continue to follow-up with studente regard	
Number of students who obtained unsubsidized employment after completing your training program.					nan-WROA att	We continue to follow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do no for non-W students		We continue to follow-up with students regarding this information	
Is the information	on listed on your i	nitial application current	?	(lf no, e	Yes Yes 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/VVIOA-Local-Policies-for-the-VCW-Alexandria- City_Arlington-County-Region.pdf page 18.				✓ Yes (If yes, soft ski your cu	Yes INO (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
-	the above inform	mation is accurate.					
Name of Authorized Representative: Scott Bailey			Date: 7/28/2021				
Title: Office Manager							
Email:	sbailey1@	gmu.edu Telephone: 703-993-2109				3-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 19 FLOOR ARLINGTON, VA 22204 703.228.1412 WORKFORCECOUNCIL.ARLINGTONVA.US

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

Apr B

George Mason University Continuing and Professional Education

		MUST BE COMPLETE	D FOR EACH	TRAIN	ING F	RÓGRAM	
Approved Pro	gram Name: Essen	tials of Human Resource Mana	gement Certificate				
Reporting Peri	od:			July	1, 202	0 – June 30, 2021	
		ated in your training progra	am during the	Al Stude	•	WIOA Students Only	
Reporting Peric				25	5	0	
at 703.228.1412		A-sponsored students, call [
Meet or Exceed	1 50%)	ccessfully completed your p	5 .	24	9.2	° NA	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				V/e do not track for	1	We continue to follow-up with students regard	
Number of students who obtained unsubsidized employment after completing your training program.				We do not track for	m ACIW-non	We continue to follow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do no for non-W students		We continue to follow-up with students regarding this information	
Is the information	on listed on your i	nitial application current?		(If no, e	Yes Ino, email corrections to dremick@arlingtonva.us)		
skills? Reference: https:// content/uploads/s	/arlingtonva.s3.amaz	DA-Local-Policies for the-VCV		(If yes, soft ski your cu	✓ Yes		
-	the above inform	mation is accurate.					
Name of Authorized Representative: Scott Bailey					Date: 7/28/2021		
Title: Office Manager							
Email:	sbailey1@)gmu.edu	703-993-2109				
			•	,			

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 WORKFORCECOUNCIL.ARLINGTONVA.US

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

A M

PROVIDER NAME: George Mason University Continuing and Professional Education

A SE	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAINI	NG F	ROGRAM	
Approved Pro	^{gram Name:} FM	IP Finance and E	Business				
Reporting Per	iod:			july	1, 202	0 – June 30, 2021	
Number of stud Reporting Perio		ated in your training progra	am during the	All Stude		WIOA Students Only	
				35		0	
If you need help at 703.228.1412		A-sponsored students, call I	David Remick				
Total number of Meet or Exceed		ccessfully completed your p	program. (Goal:	34	279	0 AND	
Total number o certificate, licen	Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					We continue to follow-up with students regard.	
Number of students who obtained unsubsidized employment after							
completing your training program.					non-WICA sta	We centinue to follow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do not for non-Wi students		We continue to follow-up with students regarding this information	
Is the information	on listed on your i	nitial application current?		· ·	email d	No corrections to ingtonva.us)	
skills? Reference: <u>https:/</u> content/uploads/s	/arlingtonva.s3.amaz	DA-Local-Policies-for-the-VCV		✓ Yes (If yes, or soft skil your cu	Yes INO (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
	the above infor	mation is accurate.					
Name of Authorized Representati	ve:	Scott Bailey			Dat	^{e:} 7/28/2021	
Title: Office Manager							
Email:	sbailey1@) gmu.edu	703	703-993-2109			
		<i>6</i>	I	!_			

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1³⁷ FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

PROVIDER NAME: George Mason University Continuing and Professional Education

A SEF	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ING F	ROGRAM	
Approved Pro	^{gram Name:} FM	P Leadership an	d Strategy				
Reporting Peri	od:		18	July	1, 202	0 – June 30, 2021	
		ated in your training progr	am during the	Al Stude	•	WIOA Students Only	
Reporting Perio				36	6	0	
If you need help at 703.228.1412		A-sponsored students, call	David Remick				
Meet or Exceed	50%)	ccessfully completed your		33	57%	O	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				We do not track for	non-WICA at	We continue to follow-up with students regard	
Number of students who obtained unsubsidized employment after completing your training program.				We do not track for	Ay AON-non	Vie continue to follow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do no for non-W students		We continue to follow-up with students regarding this information	
ls the informatic	on listed on your i	nitial application current?		(If no, d	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.				(lf yes, soft ski your ci	Z Yes No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
	the above infor	mation is accurate.	·				
Name of Authorized Representative: Scott Bailey				Date: 7/28/2021			
Title: Office Manager							
Email:	sbailey1@)gmu.edu					
			<u> </u>				

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL,ARLINGTONVA.US

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

PROVIDER NAME:

George Mason University Continuing and Professional Education

A SEI	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAINI	NG P	ROGRAM	
Approved Pro	^{gram Name:} FMI	P Operations and M	laintenance				
Reporting Peri	iod:			July	July 1, 2020 - June 30, 2021		
		ated in your training progra	am during the	All Stude		WIOA Students Only	
Reporting Perio				62		0	
lf you need help at 703.228.1412		A-sponsored students, call [David Remick				
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)				62	A.	0 NATY	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				We do not track for	de ADIW-non	We continue to follow-up with eludents regard	
Number of students who obtained unsubsidized employment after completing your training program.				We do not treak for (We do not track for non-WICA as We construe to follow-up with students		
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.					We do not track We continue to for non-WIOA follow-up with students regarding this information		
Is the information	on listed on your i	nitial application current?			email c	No corrections to ingtonva.us)	
skills? Reference: <u>https://</u> content/uploads/s	/arlingtonva.s3.amaz	DA-Local-Policies-for-the-VCV		Yes IN No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)			
	the above inform	mation is accurate.					
Name of Authorized Representative: Scott Bailey				Date: 7/28/2021			
Title: Office Manager							
Email:	sbailey1@) gmu.edu	703-993-2109				

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 WORKFORCECOUNCIL.ARLINGTONVA.US

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

PROVIDER NAME:

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM						
Approved Program N	^{lame:} FM	P Project Manag	jement			
Reporting Period:				july	1, 202	0 – June 30, 2021
	/ho participa	ited in your training progra	am during the	Al Stude		WIOA Students Only
Reporting Period.				56	5	0
at 703.228.1412		-sponsored students, call I				-
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					g KI	O Adda
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					700 C	We continue to follow-up with situations regard
Number of students who obtained unsubsidized employment after completing your training program.				We do not brack for	non-WICA at	We continue to follow-up with students regard
		articipants who are in uns arter after exit from your			We do not track for non-WIOA students students regar this information	
	*	nitial application current?		Yes No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: <u>https://arlingto</u>	onva.s3.amazo 2020/06/VVIC	DA-Local-Policies-for-the-VC		Yes No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonya.us)		
I certify that the al	bove inform	mation is accurate.				
Name of Authorized Representative:		Scott Bailey			Dat	^{te:} 7/28/2021
Title:		Office Manager				
Email: Sba	ailey1@)gmu.edu	Telephone:	703	3-99	93-2109

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

PROVIDER NAME: George Mason University Continuing and Professional Education

		MUST BE COMPLETE	D FOR EACH	TRAINI	NG F	ROGRAM
Approved Pro	gram Name: Hun	an Resource Managem	nent Certificate			
Reporting Peri	iod:			July	1, 202	0 – June 30, 2021
Number of stue Reporting Peric	dents who particip	ated in your training progr	am during the	All Stude	nts	WIOA Students Only
	o identifying WIO/	A-sponsored students, call	David Remick	116	5	0
Meet or Exceed	Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) Total number of students who earned an in-demand industry-recognized					0 Add
certificate, licen	se, diploma, or de	gree. (Goal: Meet or Excee	ed 65%)	We de not track for n	on-WICA etc.	We continue to follow-up with students regard
Number of students who obtained unsubsidized employment after completing your training program.				We do not treck for n	on-WICA ett.	We continue to follow-up with elustenite regard
employment du program.	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.			We do not for non-Wi students		We continue to follow-up with students regarding this information
		nitial application current?		Yes No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: <u>https://</u> content/uploads/si	larlingtonva.s3.amaz	DA-Local-Policies-for-the-VCN		Yes INO (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
l certify that	the above inform	mation is accurate.				
Name of Authorized Representativ	ve:	Scott Bailey			Dat	^{e:} 7/28/2021
Title:		Office Manager				
Email:	sbailey1@	gmu.edu	Telephone:	703	-99	3-2109
· · · · ·						

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1ST FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

A the Shall

PROVIDER NAME: George Mason University Continuing and Professional Education

A SE	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	NG P	ROGRAM
Approved Pro	ogram Name: Lin	ux+				
Reporting Per	iod:			July	1, 202	0 – June 30, 2021
		ated in your training progra	ım during the	Al Stude		WIOA Students Only
Reporting Perio				0		0
if you need help at 703.228.1412		A-sponsored students, call [David Remick			
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					NA	ONR
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				We do not imple for	non-WilQA site	Ye continue to follow-up with students regard
Number of students who obtained unsubsidized employment after completing your training program.				We do not track for	non-WICA ek	We continue to follow-up with students regard
		participants who are in unsu larter after exit from your		We do not track for non-WIOA students		We continue to follow-up with students regarding this information
Is the information	on listed on your i	nitial application current?		Yes No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: https:// content/uploads/s	//arlingtonva.s3.amaz	DA-Local-Policies-for-the-VCV		Yes In No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
(the above inform	mation is accurate.		0.000		
Name of Authorized Representati	ve:	Scott Bailey			Dat	^{e:} 7/28/2021
Title:		Office Manager	20			
Email:	sbailey1@)gmu.edu	Telephone:	703-993-2109		
				17		

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 WORKFORCECOUNCIL,ARLINGTONVA.US

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

8 8 113-12

PROVIDER NAME: George Mason University Continuing and Professional Education

A SEF	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ING F	ROGRAM
Approved Pro	^{gram Name:} The	e FAR Workshop)	a second		
Reporting Peri	od:	_		July	1, 202	0 – June 30, 2021
		ated in your training progra	am during the	Al Stude	•	WIOA Students Only
Reporting Perio	I G.			54	ļ.	0
If you need help at 703.228.1412		-sponsored students, call	David Remick			r.
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)) 989,	0 m
	Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				rnon-WRQA sta	Vilo continue to follow-up with studente regard
Number of students who obtained unsubsidized employment after completing your training program.				We do not track for	non-MIÇA 🖦	We continue to follow-up with soutents regard
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				this information		
Is the informatio	on listed on your i	nitial 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.				I Yes ☐ No (If yes, email an example of how soft skills are embedded into your curriculum to <u>dremick@arlingtonva.us</u>)		
-	the above inform	mation is accurate.				
Name of Authorized Representative: Scott Bailey					Dat	^{ce:} 7/28/2021
Title:		Office Manager				
Email:	sbailey1@)gmu.edu	Telephone:	70:	3-99	3-2109

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

8/14/2

George Mason University Continuing and Professional Education

PROVIDER NAME:

A SEF	PARATE FORM	MUST BE COMPLETE	ED FOR EACH	TRAIN	ING P	ROGRAM
Approved Prop	gram Name: Negotia	ation Strategies & Techniques in G	overnment Contracting			
Reporting Peri	od:			July	1, 202	0 – June 30, 2021
		ated in your training progr	am during the	Al Stude	•	WIOA Students Only
Reporting Perio				16	j	0
at 703.228.1412		a-sponsored students, call				
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					<u></u>	ONA
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					nan-WIDA eta	We dominue to follow-up with studentik regard
Number of students who obtained unsubsidized employment after completing your training program.				We do not inect for	non-MRCA se	We continue to follow-up with elucients regard
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.			We do not track for non-WIOA students		We continue to follow-up with students regarding this information	
Is the information	on listed on your in	nitial application current?		7 Yes No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: https:// content/uploads/s City_Arlington-Ci	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 No (If yes, email an example of how soft skills are embedded into your curriculum to <u>dremick@arlingtonva.us</u>)		
	the above inform	mation is accurate.				
Name of Authorized Representati	ve:	Scott Bailey	/		Dat	^{te:} 7/28/2021
Title:		Office Manager	•			
Email:	sbailey1@)gmu.edu	Telephone:	703	3-99	93-2109

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204

703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

611

George Mason University Continuing and Professional Education

A SEP	ARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAINI	NG P	ROGRAM	
Approved Prog	ram Name: COI	mpTIA Network+					
Reporting Perio	od:			July	1, 202	0 – June 30, 2021	
		ated in your training progra	m during the	All Stude		WIOA Students Only	
Reporting Period				7		1	
at 703.228.1412		-sponsored students, call E					
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					7%	1	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				We do not track for	non-WICA sta	We continue to follow-up with students regard	
Number of students who obtained unsubsidized employment after completing your training program.				We do not track for	non-WICA et.	We continue to follow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do not track for non-WiOA students students regarding this information			
	·	nitial application current?		(lf no, e	Yes INO (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.				soft ski your cu	email : Ils are arricul	No an example of how embedded into um to ingtonva.us)	
	the above inform	nation is accurate.			-		
Name of Authorized Representativ	/e:	Scott Bailey			Dat	^{e:} 7/28/2021	
Title:		Office Manager					
Email:	sbailey1@)gmu.edu	Telephone:	703	3-99	93-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCILARLINGTONVA.US

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

George Mason University Continuing and Professional Education

A SEPARATE FOR	M MUST BE COMPLETED FOR	EACH	TRAINI	NG P	ROGRAM	
Approved Program Name: P	aralegal Certificate					
Reporting Period:			July	1, 202	0 – June 30, 2021	
	ipated in your training program during	g the	Ai Stude		WIOA Students Only	
Reporting Period.			197	7	0	
If you need help identifying WIG at 703.228.1412	DA-sponsored students, call David Re	mick				
Total number of students who Meet or Exceed 50%)	118	3 Б.Н. 1	0 MD			
Total number of students who certificate, license, diploma, or	We do not track for	non-WIOA at	We continue to follow-up with students regard			
Number of students who obtained unsubsidized employment after completing your training program.				non-WICA at	We continue to follow-up with students regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.			for non-WIOA follow-up with students students regard		We continue to follow-up with students regarding this information	
Is the information listed on you	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/VViQA-Local-Policies-for-the-VCW-Alexandria- City_Arlington-County-Region.pdf page 18.				☐ Yes ☐ No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
I certify that the above info	ermation is accurate.					
Name of Authorized Representative:	Scott Bailey			Dat	^{e:} 7/28/2021	
Title:	Office Manager					
Email: sbailey1	@gmu.edu Telep	hone:	703	3-99	3-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 15T FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL, ARLINGTONVA, US

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

D

PROVIDER NAME: George Mason University Continuing and Professional Education

		MUST BE COMPLETE	D FOR EACH	TRAIN	NG P	ROGRAM	
Approved Prog	ram Name: Project	Management Certification: PMP	Exam Preparation				
Reporting Perio	əd:			July	1, 202	0 – June 30, 2021	
		ated in your training progra	m during the	Ali Stude	•	WIOA Students Only	
Reporting Period				30)	0	
If you need help at 703.228.1412	identifying WIOA	-sponsored students, call E	David Remick				
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					De	0 N	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					non-WIQA et.	We containue to follow-up with plustents regard	
Number of students who obtained unsubsidized employment after completing your training program.				We do not track for	non-WICA sta	We continue to follow-up with excisents regard	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do not track for non-WIOA students students students regarding this information			
Is the information	n listed on your ir	nitial application current?	3	(If no, o	[7] Yes [1] No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: https://a content/uploads/sit City_Arlington-Con	urlingtonva.s3.amazo es/39/2020/06/VVIC unty-Region.pdf pag	DA-Local-Policies-for-the-VCV ge 18.		Yes No (If yes, email an example of how soft skills are embedded into your curriculum to <u>dremick@arlingtonva.us</u>)			
	he above inform	mation is accurate.					
Name of Authorized Representativ	e:	Scott Bailey			Dat	^{æ:} 7/28/2021	
Title:	9	Office Manager					
Email:	sbailey1@)gmu.edu	Telephone:	703	3-99	93-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

by her 8/11/

PROVIDER NAME:

George Mason University Continuing and Professional Education

Approved Program Name: CompTIA Security+ Reporting Period: July I, 2020 – June 30, 2021 Number of students who participated in your training program during the Reporting Period. All WIOA If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 7 1 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 3 (4 still in progress) 1 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 3 (4 still in progress) 1 1 Number of students who obtained unsubsidized employment after completing your training program. We do not track for non-WIOA We continue to follow-up with students egaring this information Is the information listed on your initial application current? [2] Yes [] No fif no, email corrections to dremick@artingtonva.us) [] Yes [] No fif yes, email an example of how soft skills/hasic professionalism skills? Skills? Is certify that the above information is accurate. [] Yes [] Name of Autonized Reporting Page 18. I certify that the above information is accurate. Scott Bailey Date: 7/28/2021 Title: Office Manager [] Telephone: [] 703-993-2109	A SEI	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ing f	PROGRAM
Reporting Period: july 1, 2020 – june 30, 2021 Number of students who participated in your training program during the Reporting Period. All WIOA If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 7 1 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 3(4 atil in progress) 1 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 3(4 atil in progress) 1 Number of students who obtained unsubsidized employment after completing your training program. We do not track for non-WIOA students are rearrings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WIOA students regarding this information Is the information listed on your initial application current? If yes In No (If no, email corrections to dramick/darlingtonva.us) Does your curriculum include elements of soft skills/basic professionalism skills? If yes In No (If yes, email an example of how soft skills are embedded into your curriculum to dremick/darlingtonva.us) I certify that the above information is accurate. Name of Authorized Representative: Name of Authorized Representative: Office Manager	Approved Pro	gram Name: COI	mpTIA Security+			1	
Students Students Students Students Students Students Students Only If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 7 1 7 1 <td>Reporting Peri</td> <td>od:</td> <td></td> <td></td> <td>July</td> <td>1, 202</td> <td>20 – June 30, 2021</td>	Reporting Peri	od:			July	1, 202	20 – June 30, 2021
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 7 1 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 3 (4 still in progress) 1 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 3 (4 still in progress) 1 Number of students who obtained unsubsidized employment after completing your training program. We are to the other of students who abates ment after still for non-WIOA students are to the other of students exceed for non-WIOA students are to the other of students regarding this information listed on your initial application current? We do not track for non-WIOA students are made to the other ot			ated in your training progra	m during the		•	1_ ····
Meet or Exceed 50%) 3 (4 still in progress) 1 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) Image: Completing your training program, the number of students who obtained unsubsidized employment after completing your training program. Image: Completing your training program, the number of students who obtained unsubsidized employment after completing your training program. Image: Completing your training program, the number of students who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WIOA students who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WIOA students and the region of the information listed on your initial application current? We do not track for non-WIOA students and the region of the information listed on your initial application current? We do not track for non-WIOA students and the region of the information listed on your initial application current? We continue to follow-up with students region of the information current? Does your curriculum include elements of soft skills/basic professionalism skills? E Yes INO (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: 7/28/2021 Title: Office Manager	If you need help	identifying WIOA	-sponsored students, call [David Remick	7		1
certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) we and the formation in the second purpose in the second purpose in the second quarter after exit from your training program. we and the formation is to be a second quarter after exit from your training program. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. We do not track for non-WIOA students regarding this information 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? Yes No (If yes, email an example of how soft skills are embedded into your curriculum to diremick@arlingtonva.us) I certify that the above information is accurate. Name of Authorized Representative: Scott Bailey Date: 7/28/2021 Title: Office Manager Office Manager Date: 7/28/2021							1)(1)
completing your training program. we we take to new Work to we we take to new Work to we we take to new Work to take to						r non-WICA st	We continue to Roman and they students regard
employment during the second quarter after exit from your training program. We do hild add for non-WIQA students We do hild add for non-WIQA students Is the information listed on your initial application current? Image: Students Image: Students Image: Students Does your curriculum include elements of soft skills/basic professionalism skills? Image: Students						nen-WIQA eb	We continue to follow-up with etudence regard
Image: Content/uploads/sites/39/2020/06/WIQA-Local-Policies-for-the-VCW-Alexandria-City_Arlington-County-Region.pdf page 18. Image: Content/uploads/sites/39/2020/06/WIQA-Local-Policies-for-the-VCW-Alexandria-City_Arlington-County-Region.pdf page 18. Image: Certify that the above information is accurate. Image: Certify that the above information is accurate. Name of Authorized Representative: Scott Bailey Date: 7/28/2021 Title: Office Manager	employment during the second quarter after exit from your training				for non-WIOA follow-up with students students students		follow-up with students regarding
skills? (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. I certify that the above information is accurate. Name of Authorized Representative: Scott Bailey Date: 7/28/2021 Title: Office Manager	Is the informatic	on listed on your in	nitial application current?		(If no, email corrections to		
Name of Authorized Representative:Scott BaileyDate: 7/28/2021Title:Office Manager	skills? Reference: https:/ content/uploads/s	/arlingtonva.s3.amazo ites/39/2020/06/VVIC	onaws.com/wp- DA-Local-Policies-for-the-VCV		(lf yes, soft sk your ci	email ills are urricul	an example of how embedded into um to
Authorized Representative:Scott BaileyDate: 7/28/2021Title:Office Manager	-	the above inform	mation is accurate.				
	Authorized	ve:	Scott Bailey			Dat	^{te:} 7/28/2021
Email: sbailey1@gmu.edu Telephone: 703-993-2109	Title:		Office Manager				
	Email:	sbailey1@)gmu.edu	Telephone:	70:	3-99	93-2109

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 151 FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

ph.

George Mason University Continuing and Professional Education

PROVIDER NAME:

		MUST BE COMPLETE	D FOR EACH	TRAIN	ING F	ROGRAM	
Approved Pro	^{gram Name:} Pyt	hon Programmir	ng	12.6			
Reporting Peri	iod:	· · · · · · · · · · · · · · · · · · ·		July	1, 202	0 – June 30, 2021	
		ated in your training progra	am during the	Al Stude	•	WIOA Students Only	
Reporting Perio				19)	0	
If you need help at 703.228.1412		s-sponsored students, call l	David Remick				
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)) Jestfo	OMA	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					nan-WIQA st.	Via continue to follow-up with students repart	
Number of students who obtained unsubsidized employment after completing your training program.				We do not leach for mon-WICA as We continue to follow-up with students regard			
		articipants who are in uns arter after exit from your		We do no for non-W students		We continue to follow-up with students regarding this information	
ls the information	on listed on your i	nitial application current?		Yes No (If no, email corrections to dremick@arlingtonva.us)			
skills? Reference: <u>https:/</u> content/uploads/s	/arlingtonva.s3.amaze	DA-Local-Policies-for-the-VC		(lf yes, soft ski your ci	Image: Contract of the second sec		
	the above inform	nation is accurate.	· · · · · · · · · · · · · · · · · · ·				
Name of Authorized Representati	ve:	Scott Bailey	,		Dat	7/28/2021	
Title:		Office Manager					
Email:	sbailey1@)gmu.edu	U Telephone: 703-993-210			3-2109	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 15T FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

DIY

George Mason University Continuing and Professional Education

PROVIDER NAME:

		MUST BE COMPLETE	D FOR EACH	TRAINI	NG P	ROGRAM
Approved Pro	gram Name: Time	ekeeping for Governme	nt Contractors			
Reporting Peri	iod:			July	1, 202	0 – June 30, 2021
Number of stud		ated in your training progra	am during the	All Stude		WIOA Students Only
		2		25		0
If you need help at 703.228.1412		A-sponsored students, call [David Remick			0
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					9.2	0 AAT
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					non-WOA ett	We continue to follow-up with students regard
Number of students who obtained unsubsidized employment after completing your training program.				Vila do nat track for r	ton-WACA etc.	We continue to follow-up with students regard
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				We do not track We continue to for non-WIOA follow-up with students students regarding this information		
Is the information	on listed on your in	nitial application current?		Yes No (If no, email corrections to dremick@arlingtonva.us)		
skills? Reference: https:/ content/uploads/s City_Arlington-Ci	/arlingtonva.s3.amaz ites/39/2020/06/WIC punty-Region.pdf pa j	DA-Local-Policies-for-the-VCV ge 18.		(If yes, of soft skil your cu	email : Ils are Irriculi	No an example of how embedded into
l certify that	the above inform	mation is accurate.				
Name of Authorized Representati	ve:	Scott Bailey	s		Dat	^{e:} 7/28/2021
Title:		Office Manager				
Email:	sbailey1@)gmu.edu	Telephone:	703	8-99	3-2109

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 137 FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

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

Date: July 21, 2021

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, Ste 448, MS 2G2, Arlington, VA 22201

Equal Opportunity & Access Review

1.	Have any of the following policies/procedures changed since your initial Eligible Training Provider List? (<i>If so, please provide updated documentation</i>)	•••	
	Grievance/Complaint Procedure	□ Yes	
	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 throorganization:	ugh your	
	Auxiliant and far individuals with brazing and (an viewal impactment)	= Vaa	/ A1-

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? Training is provided in English. English proficiency is 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?)		

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1ST FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US


PROVIDER NAME: Global Educational Institute

A SEPARATE FORM Approved Program Name:	MUST BE COMPLETED FOR EACH	TRAINI	NG PROGRAM	
Medication Aide (for M	A Certification)			
Reporting Period:		July	I, 2020 – June 30, 202	I
Number of students who particip: Reporting Period.	ated in your training program during the	All Stude		ıly
If you need help identifying WIOA at 703.228.1412	s-sponsored students, call David Remick	2	1	
Total number of students who suc Meet or Exceed 50%)	ccessfully completed your program. (Goal:	2	(1) l	לבנ
Total number of students who ear certificate, license, diploma, or de	ned an in-demand industry-recognized gree. (Goal: Meet or Exceed 65%)	2	1 - 22 - 1	0%
Number of students who obtained completing your training program.		2	1	
The median earnings of program p employment during the second qu program.	participants who are in unsubsidized arter after exit from your training	\$19.0	00 \$19.00	
Is the information listed on your i	nitial application current?		s [] No email corrections to k@arlingtonva.us)	
skills? Reference: https://arlingtonva.s3.amaz	DA-Local-Policies-for-the-VCW-Alexandria-	[X] Yes (If yes,) soft skil your cu		w
l certify that the above inform	mation is accurate.		0	
Name of Authorized Representative:	John E. Agwaze		Date: 08/18/20)21
Title:	President & CEO			
Email: globaledins	titute@yahoo.com Telephone:	(57	1) 505-0438	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

APG

PROVIDER NAME: Global Educational Institute

	MUST BE COMPLETED FO	DR EACH TRAI	NING P	ROGRAM
Approved Program Name: Nursing Assistant (for C	'NA Cartification)			
Reporting Period:	NA Certification)	Ju	ly I, 202	0 – June 30, 2021
Number of students who particips Reporting Period.	ated in your training program du	· · ·	All dents	WIOA Students Only
If you need help identifying WIOA at 703.228.1412	-sponsored students, call David	Remick	0	2
Total number of students who sur Meet or Exceed 50%)	ccessfully completed your progra	am. (Goal: 2	. 8 53%	1
Total number of students who ear certificate, license, diploma, or de			2 8 /or4	1
Number of students who obtained completing your training program.		. 2	27	1
The median earnings of program p employment during the second qu program.			.00	\$17.00
Is the information listed on your in	nitial application current?		o, email c	[] No corrections to ingtonva.us)
			[] No an example of how embedded into um to	
I certify that the above inform	mation is accurate.	I		
Name of Authorized Representative:	John E. Agwaze		Dat	æ:08/18/2021
Title:	President & CEO			
Email: globaledins	dinstitute@yahoo.com Telephone: (571) 505-0438			

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

Alexandria/Arlington Regional Workforce Council is an Equal Opportunity Program. Program Auxillary Alds and Services are available upon request for Individual with disabilities.



PROVIDER NAME: Global Educational Institute

	MUST BE COMPLETED FOR EACH	TRAINING	G PROGRAM
Approved Program Name: CPR / AED and First Aid	1		
Reporting Period:	4	July 1, 2	2020 – June 30, 2021
Number of students who particip Reporting Period.	ated in your training program during the	All Students	wiOA Students Only
If you need help identifying WIO/ at 703.228.1412	A-sponsored students, call David Remick	32	4
Total number of students who su Meet or Exceed 50%)	ccessfully completed your program. (Goal:	32 	4 (3 ⁰ %
certificate, license, diploma, or de	rned an in-demand industry-recognized gree. (Goal: Meet or Exceed 65%)	32 (~~)	1
Number of students who obtaine completing your training program		31	3
	participants who are in unsubsidized parter after exit from your training	N/A	N/A
Is the information listed on your i	nitial application current?	1	[] No ail corrections to Parlingtonya.us)
skills? Reference: https://arlingtonya.s3.amaz content/uploads/sites/39/2020/06/W10	bes your curriculum include elements of soft skills/basic professionalism 🛛 🕅 Yes 👘 🚺 No		
I certify that the above infor	mation is accurate.		
Name of Authorized Representative:	John E. Agwaze		Date: 08/18/2021
Title:	President & CEO		
Email: globaledins	titute@yahoo.com Telephone:	(571)	505-0438

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1³⁷ FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

ADE 6/01 m

PROVIDER NAME: Global Educational Institute

Approved Program Name: Personal Care Assistant (PCA) July 1, 2020 – June 30, 2021 Reporting Period: July 1, 2020 – June 30, 2021 Number of students who participated in your training program during the Reporting Period. All Students Only If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 13 2 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 13 2 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 13 2 Number of students who obtained unsubsidized employment after completing your training program. 13 2 The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. \$14.00 \$14.00 Is the information listed on your initial application current? D(I Yes [] No (If yes, email an example of how soft skills/basic professionalism skills? D(I Yes [] No (If yes, email an example of how soft skills/basic professionalism soft skills/basic professionalism skills? I certify that the above information is accurate. Date: 08/18/2021 Name of Authorized Representative: John E. Agwaze Date: 08/18/2021 I certify that the above information is accurate.	A SEPARATE FO	RM MUST BE COMPLETED FOR EACH	TRAINI	NG P	ROGRAM
Reporting Period: July 1, 2020 – June 30, 2021 Number of students who participated in your training program during the Reporting Period. All Students Students Only If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 13 2 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 13 2 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 13 2 Number of students who obtained unsubsidized employment after completing your training program. 13 2 The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. \$14.00 \$14.00 Stills? Reference: https://arlingtonva.33.amazonaws.com/wp: content/uploads/site3/39/2020/06/MIQA-Local-Policies-for-dre-VCW-Alexandria-City Arlington-County-Region.edf page 18. \$0 Yes [] No (If row embedded into your curriculum to dremick@arlingtonva.us) I certify that the above information is accurate. Name of Authorized Regressentative: John E. Agwaze Date: 08/18/2021 Title: President & CEO President & CEO Date: 08/18/2021		ant (PCA)			
Number of students who participated in your training program during the Reporting Period. Students Students Students Students Only If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412 13 2 13 2 Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%) 13 2 10%			July	1, 202	0 – June 30, 2021
If you need neep identifying WiOA-sponsored students, call David Remick at 703.228.1412 Image: Construct a students who successfully completed your program. (Goal: Meet or Exceed 50%) 13 2 Image: Construct a students who successfully completed your program. (Goal: Image: Construct a students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 13 2 Image: Construct a students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 13 2 Number of students who obtained unsubsidized employment after completing your training program. 13 2 Image: Construct a students who are in unsubsidized employment during the second quarter after exit from your training program. \$14.00 \$14.00 Is the information listed on your initial application current? Q(Yes [] No ((If no, email corrections to dremick@arlingtonva.us) XI Yes [] No ((If yes, email an example of how soft skills? Does your curriculum include elements of soft skills/basic professionalism skills? XI Yes [] 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. Date: 08/18/2021 Name of Authorized Representative: John E. Agwaze Date: 08/18/2021 Title: President & CEO	Number of students who part Reporting Period.	cipated in your training program during the			
Meet or Exceed 50%) 13 2 Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 13 2 Number of students who obtained unsubsidized employment after completing your training program. 13 2 The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. \$14.00 \$14.00 Is the information listed on your initial application current? D(I ro, email corrections to dremic@arlingtonva.us) D(I ro, email an example of how soft skills/basic professionalism skills? X(I Yes [] No (If yes, email an example of how soft skills/anazonaws.com/wp-content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria-City_Arlingtonva.us) D(I Yes [] 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: John E. Agwaze Date: 08/18/2021 Title: President & CEO President & CEO Date: 08/18/2021	lf you need help identifying W at 703.228.1412	OA-sponsored students, call David Remick	13		2
certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%) 13 2 Number of students who obtained unsubsidized employment after completing your training program. 13 2 The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program. \$14.00 \$14.00 Is the information listed on your initial application current? XI Yes [] No Does your curriculum include elements of soft skills/basic professionalism skills? XI Yes [] No Reference:					

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

Tels: (571) 505-0438 / (703) 625-0758 Fax: (571) 982-5111

Wednesday, August 18, 2021

QUESTION: How does Global Educational Institute embed soft skill training into its curriculum?

DBAL EDUCATIONAL INSTITUTE

outh Highland St., Suite 337

Arlington, VA 22204

ANSWER: Aside from its robust program curriculums and teachings (Medication Aide (MA), Nursing Assistant (CNA), Personal Care Assistant (PCA), and CPR/AED and First Aid), Global Educational Institute's goal is to ensure that all of its students upon completion of their respective courses are able to venture into the world and exude self-confidence. There, they will be able to communicate effectively (orally, in writing, and non-verbally), demonstrate their leadership and team-player skills with others, display a positive "can do" attitude with the initiative to work well under time constraints and little or no supervision.

Furthermore, our students are taught to be productive and have problemsolving mindset/skills, tackle new challenges and establish a rapport with colleagues and clients. The tools used include class discussions, videos, visual displays, and life/role scenarios.

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

Date: August 18, 2021

Name of Person Completing the Form:	John E. Agwaze	
Training Provider's Name:	Global Educational Institute	

Address of the training facility:	901 South Highland Street,	#337, Arlington	, VA 22204

Equal Opportunity & Access Review

1.	Have any of the following policies/procedures changed since your initial a	•••				
	Eligible Training Provider List? (If so, please provide updated documentation of	of these i	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	X 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? Visual display, translation, skills training

Has training been provided to instructors on services available to LEP students?					
	🕱 Yes	🗖 No			
(If yes please describe.) Adult nursing training, visual and skills tra	ining.				
Is material and posters displayed in alternate languages?	🛛 Yes	🗇 No			
(If so, what languages?) Spanish and Amharic (Ethiopian)					

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

PROVIDER NAME: La Cocina VA

	MUST BE COMPLETED FOR EACH	TRAIN	IING P	ROGRAM
Approved Program Name: Culinary Training Program		TELEN		
Reporting Period: July 1 st , 2020	- June 30, 2021	July	/ 1, 202	0 – June 30, 2021
Number of students who particip Reporting Period.	ated in your training program during the	A Stud		WIOA Students Only 0
If you need help identifying WIO/ at 703.228.1412	A-sponsored students, call David Remick			
Total number of students who su Meet or Exceed 50%)	ccessfully completed your program. (Goal:	0	ŵr	0
	rned an in-demand industry-recognized gree. (Goal: Meet or Exceed 65%)	Ō	M	0 NR
Number of students who obtainer completing your training program - Note: 9 is the number of people after completing our training prog	currently running their own business	0		0
	participants who are in unsubsidized parter after exit from your training	0		0
Is the information listed on your i	nitial application current?		email c	[] No corrections to ingtonva.us)
skills? Reference: <u>https://arlingtonva.s3.amaz</u>	DA-Local-Policies-for-the-VCW-Alexandria-	[] Ye (If yes, soft sk your c	s , email ; ;ills are ;urriculi	[x] No an example of how embedded into
I certify that the above inform	mation is accurate.			0
Name of Authorized Representative:	Daniela Hurtado		Dat	e: 8.16.2021
Title:	Director, Operations & Programs		20	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

Email:

danielahurtado@lacocinava.org

Telephone:

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL WIOA ELIGIBLE TRAINING PROVIDERS RE-CERTIFICATION FORM

PROVIDER NAME: La Cocina VA

A SEPARATE FORM MUST BE COMPLETED FOR EACH	TRAINING P	ROGRAM
Approved Program Name:		
Small Business Incubator Program		10 10 10 10 10 10 10
Reporting Period: July 1", 2020 – June 30, 2021	July 1, 202	:0 – June 30, 2021
	All	NIOA
Number of students who participated in your training program during the	Students	Students Only
Reporting Period.	30	0
lf you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412		\square
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	30 /30 ⁴ 0	10 me
Total number of students who earned an in-demand industry-recognized	6	6
certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	2014	m
Number of students who obtained unsubsidized employment after completing your training program.	9	0
- Note: 9 is the number of people currently running their own business		
after completing our training program.		
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	\$870.00*	0
 Information based in 7 of the program participants that successfully opened their business and are currently working in their own company selling their products. 		
Is the information listed on your initial application current?	[×] Yes	[] No
		orrections to
	dremick@arl	
Does your curriculum include elements of soft skills/basic professionalism skills?	[] Yes	[x]No
skills? Reference: <u>https://arlingtonva.s3.amazonaws.com/wp-</u>		an example of how embedded into
content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria-	your curricul	
City_Arlington-County-Region.pdf page 18.	dremick@arl	1
	SUGINUMUM	<u>((557(176,03)</u>

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

l certify th	at the above info	prmation is accurate.		
Name of Authorize Represent	-	Daniela Hurtado		Date: 8.16.2021
Title:		Director, Operations &	& Programs	
Email:	danielahurt	ado@lacocinava.org	Telephone:	703-596-1557

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

Date: 8.16.2021

Name of Person Completing the Form: Daniela Hurtado

Training Provider's Name: La Cocina VA

Address of the training facility: 918 S Lincoln Street Suite #2, Arlington VA 22204

Equal Opportunity & Access Review

1.	Have any of the following policies/procedures changed since your initial Eligible Training Provider List? (<i>If so, please provide updated documentation</i>	•••	
	Grievance/Complaint Procedure	🗆 Yes	D No
	Equal Opportunity is the Law poster prominently displayed	🗆 Yes	D No
	Limited English Proficiency Process	🗆 Yes	D No
	Reasonable Accommodations (for individuals with disabilities)	🗆 Yes	🗆 No
2.	Are the following items available for individuals attending training throu organization:	gh your	
	Auxiliary aids for individuals with hearing and/or visual impairment	🗆 Yes	🗆 No
	Accessible workstations with accessible software	🗆 Yes	D No
	Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.)	🗆 Yes	🗆 No
	Interpreters (spoken language & sign language)	🗆 Yes	D No

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

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 157 FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

How is training provided to LEP students? <u>Our training facilitator is bilingual in English</u> and Spanish, and the class content is available in both languages. For those that speak other foreign languages study groups with our Vocational English Instructor (TESOL Certified) and one-on-one sessions with the facilitator are available upon client's request.

Has training been provided to instructors on services available to LEP students?

(If yes please describe.)	🗆 Yes 🗆 No
Is material and posters displayed in alternate languages?	ves No
(If so, what languages?) Spanish	

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1^{3T} FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

APG PIININ

PROVIDER NAME: __Spectrum Beauty Academy, LLC

A SEPARATE	E FORM N	1UST BE COMPLETED	FOREACH	TRAI	NING	PF	IOGRAM	artikas, Trate
Approved Program Name: Cosmetology								
Reporting Period:				july 1, 2020 - June 30, 2021				2021
Number of students wh	o participai	ed in your training program	during the	All Students			WIOA Students Only	
Reporting Period.				39			0	
at 703.228.1412		sponsored students, call Da						
Total number of studen Meet or Exceed 50%)	ts who suc	cessfully completed your pr	ogram. (Goal:	37	96'	>	0	, nr
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				36	97		0	M
Number of students wh	o obtained	unsubsidized employment	after					
completing your training				36			0	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				\$45	.hr/			
Is the information listed	l on your ir	ital application current?		[x] Yes [] No (If no, email corrections to dremick@arlingtonva.us)				
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: <u>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.</u>				[x] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonya.us)				
I certify that the ab	ove infor	nation is accurate.						
Name of Authorized Representative: Patricia Paxton						Dai	te: 07/26//	2021
Title: Executive Director								
Email: info@learnatspectrum.com Telephone: 703-370-9700					9700			

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1# FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

FIN

PROVIDER NAME: ___Spectrum Beauty Academy, LLC

A SEPA	RATE FORM	1UST BE COMPLETED	FOR EACH	TRAI	NIN	GP	ROGRAM
Approved Program Name: Barber							
Reporting Perio	d:			July 1, 2020 – June 30, 2021			
Number of stude	nts who participat	ted in your training program	during the	All Students		s	WIOA Students Only
Reporting Period		,		15			0
at 703.228.1412		sponsored students, call D					-
Total number of	students who such	cessfully completed your pr	ogram. (Goal:				
Meet or Exceed	50%)			15	10	rdy.	0 ~~
Total number of certificate, license	students who ear e, diploma, or deg	ned an in-demand industry- ree. (Goal: Meet or Exceed	recognized 65%)	15	(09	ų ų	o pa
Number of stude	nts who obtained	unsubsidized employment	after				
	training program.	-		15	_		0
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.).hr/		\$30.hr/
is the informatio	n listed on your ir	itial application current?		[x] 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.					[x] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
I certify that	the above inform	nation is accurate.		·			
Name of Authorized Representative: Patricia Paxton				Date: 07/26/2021			ite: 07/26/2021
Title: Executive Director							
Email: info@learnatspectrum.com Telephone: 703-370-9700				-9700			

ALEXANDRIA/ARLINGTON REGIONAL WORKFORGE COUNCIL 2100 WASHINGTON BOULEVARD, 1# FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL, ARLINGTONVA.US

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



PROVIDER NAME: __Spectrum Beauty Academy, LLC

A SEP	ARATE FORM	MUST BE COMPLETED	FOREACH	TRA	NING	ROGR	AM
Approved Prog	ram Name: Nail	Technology					
Reporting Period:			july 1, 2020 – june 3			30, 2021	
		ted in your training program	n during the		All Idents	WIOA Students Only	
Reporting Perio	d.			32		0	
If you need help at 703.229.1412		-sponsored students, call Da	avid Remick	25-			
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					886	0	NIC
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					979	0	NT-
Number of students who obtained unsubsidized employment after completing your training program.				24		0	ľ
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.			bsidized raining	\$30	.hr/		
ls the information	on listed on your ir	nitial application current?		[x] Yes [] No (If no. email corrections to dremick@arlingtonva.us)			
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: <u>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.</u>				[x] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)			
I certify that	the above inform	nation is accurate.					
Name of Authorized Representati	Date:			26/2021			
Title:		Executive Director					
Email: info@learnatspectrum.com Telephone: 703-370-9700				÷			

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1³¹ FLOOR ARLINGTON, VA 22204 703.228.1412 WORKFORCECOUNCIL.ARLINGTON VA.US

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

PROVIDER NAME: ___Spectrum Beauty Academy, LLC

ASEPA	RATE FORM H	IUST BE COMPLETED	FOREACH	TRAININ	IG P	ROGRAM	
Approved Progr	am Name: Basic	Esthetics					
Reporting Period:					July 1, 2020 - June 30, 2021		
Number of stude Reporting Period		ed in your training program	ed in your training program during the			WIOA Students Only	
		sponsored students, call D	wid Remick	41		t	
Meet or Exceed	50%)	cessfully completed your pr		39 <i>c</i>	1500	00%	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					52,	0 M	
completing your	training program.	unsubsidized employment		37		0	
The median earn employment dur program.	ings of program p ing the second qui	articipants who are in unsu arter after exit from your t	osidized raining	\$47.hr/	•		
is the informatio	n listed on your ir	itial application current?		[x] 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.					[x] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
I certify that	the above inform	nation is accurate.					
Name of Authorized Representative: Patricia Paxton					Da	te: 07/26/2021	
Title: Executive Director						r -	
Email:	info@learnats						

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1# FLOOR ARLINGTON, VA 22204 703.228,1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

8/19/3/

PROVIDER NAME: ___Spectrum Beauty Academy, LLC

A SEP /	ARATE FORM	1UST BE COMPLETED	FOREACH	TRAINI	NG P	ROGRAM		
Approved Progr	am Name: Maste	er Esthetics			いた			
Reporting Period:					July 1, 2020 – June 30, 2021			
Number of stude	nts who participat	ted in your training program	n during the	Ali Students		WIOA Students Only		
Reporting Period				15		0	-	
at 703.228.1412		sponsored students, call Da						
Total number of Meet or Exceed		cessfully completed your pr	ogram. (Goal:	15	والتعدي	0	wa-	
		- I as to demand technology	racognizad		V U			
Total number of certificate, licens	students who ear e. diploma, or deg	ned an in-demand industry- ree. (Goal: Meet or Exceed	65%)	15	را ہے)	0	W	
Number of stude	nts who obtained	unsubsidized employment	after		0			
completing your	training program.			15		0		
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				\$55.hr	1			
Is the informatio	n listed on your ir	ital application current?		[X] 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.				[x] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to <u>dremick@arlingtonva.us</u>)			how	
I certify that	the above inform	mation is accurate.						
Name of Authorized Representative: Patricia Paxton					Da	te: 07/26/20)21	
Title: Executive Director								
Email:	info@learnals	arnalspectrum.com Telephone: 703-370-9700				9700		

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1ª FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL ARLINGTON VA.US

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

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

Date:

Name of Person Completing the Form:

Training Provider's Name:

Address of the training facility:

Equal Opportunity & Access Review

1.	Have any of the following policies/procedures changed since your initial a Eligible Training Provider List? (If so, please provide updated documentation of		
	Grievance/Complaint Procedure	D Yes	12 No
	Equal Opportunity is the Law poster prominently displayed	🗅 Yes	v No
	Limited English Proficiency Process	🗆 Yes	g No
	Reasonable Accommodations (for individuals with disabilities)	Yes	v∕ No
2.	Are the following items available for individuals attending training throug organization:	h your	
	Auxiliary aids for individuals with hearing and/or visual impairment	v⁄i Yes	🗆 No
	Accessible workstations with accessible software	n⁄i Yes	🗆 No
	Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.)	න් Yes	🗆 No
	Interpreters (spoken language & sign language)	න් 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? Textbook and Training Material is issued in different language

Has training been provided to instructors on services available to LEP students?						
	ø Yes	🗆 No				
(If yes please describe.) Instructors are trained to identify and instruct I	LEP					
Is material and posters displayed in alternate languages?	kí Yes	D No				
(If so, what languages?) Materials are provided in Spanish and Chinese						

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1^{sh} FLOOR ARLINGTON, VA 22204 703.228,1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

David Remick

From:	Spectrum Beauty Academy <info@learnatspectrum.com></info@learnatspectrum.com>
Sent:	Tuesday, July 27, 2021 10:28 AM
То:	David Remick
Cc:	info
Subject:	Re-certification for Spectrum Beauty Academy FY: 2021-2022
Attachments:	2021 Recert Docs.pdf

EXTERNAL EMAIL

CAUTION: This email contains file attachments. Do NOT open files that you are not expecting to receive, even from known senders.

Good Morning David,

The Re-certification documents are attached.

RE: Embedded Soft Skills Training

Our program includes the Soft Skills Training Required: Professional Development AND Business Basics are a part of each curriculum and are required chapters in our textbooks. Students receive theory, tests and complete projects on these subjects.

Please let me know if more information is needed.

Regards,

Patricia

Patricia Paxton

Executive Director

Spectrum Beauty Academy(US)

25 S. Quaker Lane Ste. 15

Alexandria, VA 22314

703-370-9700

703-370-9773-fax

Like Us on FACEBOOK!

Pa

Approved Prog Automation Te						
Reporting Peri				July	0 – June 30, 2021	
Number of stud Reporting Perio		ted in your training p	ogram during the	Al Stude 2	· /	WIOA Students Only
lf you need help at 703.228.1412		-sponsored students,	call David Remick			-01-9,70
Total number o Meet or Exceed		cessfully completed yo	our program. (Goal:	2	1.2de	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)				N/A	M	
	ents who obtained training program.	l unsubsidized employ	ment after	2		
		articipants who are in arter after exit from y		\$55,00	0	
Is the informatic	on listed on your in	nitial application curren	nt?	[] Yes [] No (If no, email corrections to dremick@arlingtonva.us)		
Does your curriculum include elements of soft skills/basic professionalis skills? Reference: https://arlingtonva.s3.amazonaws.com/wp- content/uploads/sites/39/2020/06/WIQA-Local-Policies-for-the-VCW-Alexandri City_Arlington-County-Region.pdf page 18.				[] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
I certify that	the above inform	nation is accurate.				
Name of Authorized Representation	ve:	Jatinder Chandok			Dat	e: 07/21/2021
Title:		President				
Email:	ichandok@syl		Telephone:	703	-310-7	733

Approp 2

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM								
Approved Prog					17-5-			
AWS Certified Cloud Practitioner								
Reporting Period:					July 1, 2020 – June 30, 2021			
		ated in your training progra	am during the	Al Stude	WIOA Students Only			
Reporting Perio	d.			4		1		
If you need help at 703.228.1412		sponsored students, call l	David Remick			(S-115)		
Total number o Meet or Exceed		ccessfully completed your p	orogram. (Goal:	4	بر حو			
		rned an in-demand industry		3				
certificate, licen:	se, diploma, or de	gree. (Goal: Meet or Excee	d 65%)	7	56			
		d unsubsidized employment	t after	3		·		
completing your	training program.					16		
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.)0			
Is the informatic	on listed on your i	nitial application current?		[] Yes [] No (If no, email corrections to dremick@arlingtonva.us)				
	culum include eler	ments of soft skills/basic pr	ofessionalism	[]Yes []No				
skills? Reference: https://	arlingtonva.s3.amaz	onaws.com/wp-				an example of how embedded into		
content/uploads/si	tes/39/2020/06/WIC	DA-Local-Policies-for-the-VC	<u> V-Alexandria-</u>	your curriculum to				
City_Arlington-Co	ounty-Region.pdf pag	ge 18.		dremic	:k@arli	ingtonva.us)		
I certify that	the above inform	mation is accurate.						
Name of		Jatinder Chandok				0.		
Authorized			N 10		:e: 07/21/2021			
Representativ	/C:	President						
Email:	jchandok@syl	earn.com	Telephone:	703	-310-7	733		

AG

A SEF	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ING P	ROGRAM	
Approved Prog							
AWS Certified							
Reporting Peri	od:			July 1, 2020 – June 30, 2021			
Number of stud Reporting Perio		ated in your training progra	im during the	Al Stude 3	- 1	WIOA Students Only	
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412						3	
Total number o Meet or Exceed		ccessfully completed your p	program. (Goal:	3	(wy		
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Number of students who obtained unsubsidized employment after completing your training program.					-		
The median ear employment due program.	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.						
Is the informatic	on listed on your i	nitial 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 [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
l certify that	the above infor	nation is accurate.	<u>_</u>	•			
Name of Authorized Representativ						e: 07/21/2021	
Title:		President		-			
Email:	jchandok@syl	vlearn.com Telephone: 703-310-7733				733	

MP B/19122

A SEF	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	NG PROG	RAM	
Approved Prop				D. Z.Z.		The A HE HA	
AWS Solution			1				
Reporting Peri	od:			July 1, 2020 – June 30, 2021			
		•		A	·	WIOA	
		ated in your training progra	m during the	Stude		idents Only	
Reporting Perio	d.			0	0	_	
lf you need help at 703.228.1412	identifying WIOA	A-sponsored students, call [David Remick	1			
Total number o Meet or Exceed		ccessfully completed your p	program. (Goal:	/N/A	N//	* -)	
Total number o	f students who ea	rned an in-demand industry	-recognized	N/A	N//	× /	
	certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)						
Number of stud	N/A	N//					
completing your	training program.		1				
The median ear	nings of program p	participants who are in unsu	ubsidized	N/A	N//	1	
employment du program.	ring the second qu	arter after exit from your	training				
program.							
Is the informatio	on listed on your i	nitial application current?		[] Ye		[]No	
				(If no, email corrections to			
				dremick@arlingtonva.us)			
	culum include eler	ments of soft skills/basic pro	ofessionalism	[]Yes		[]No	
skills?						mple of how	
Keference: <u>https://</u>	arlingtonva.s3.amaz	onaws.com/wp- DA-Local-Policies-for-the-VCV	M. Alexandria		lls are embe		
City Arlington-Co	ounty-Region.pdf pag	24-2021-1-010125-101-0112-4-0-4 22 18.	V-Alexandria-		Irriculum to		
		,		aremic	k@arlington	va.us)	
l certify that	the above inform	mation is accurate.		,			
Name of		Jatinder Chandok					
Authorized					Date: 07	21/2021	
Representativ	ve:						
Title:		President					
Email:	jchandok@syl	earn.com	Telephone:	703	-310-7733		
	Jenandon(03)		reiebuoue:				

17/2

		MUST BE COMPLETE	D FOR EACH	TRAIN	NG PR	OGRAM
Approved Prog				100		
AWS SysOps A						
Reporting Perio	bd:			July 1, 2020 – June 30, 2021		
			·····	AI		WIOA
Number of stud	ents who participa	ited in your training progr	am during the	Stude	nts	Students Only
Reporting Period	4.			0	()
If you need help at 703.228.1412	identifying WIOA	David Remick				
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)						N/A
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)						N/A
Number of students who obtained unsubsidized employment after completing your training program.						N/A
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.						N/A
Is the informatio	n listed on your ir	nitial application current?		[] Yes [] No (If no, email corrections to <u>dremick@arlingtonva.us</u>)		
Does your curri	culum include eler	ments of soft skills/basic p	ofessionalism	[]Yes []No		
skills?						example of how
	arlingtonva.s3.amazo					mbedded into
		DA-Local-Policies-for-the-VC	W-Alexandria-		urriculun	
City_Ariington-Co	ounty-Region.pdf pag	ge 18.		dremic	k@arlin	gtonva.us)
l certify that	the above inform	nation is accurate.				
Name ofJatinder ChandokAuthorizedDate: 07Representative:					: 07/21/2021	
Title:		President				·
Email:	jchandok@syl	learn.com Telephone: 703-310-7733				33

Apr Bliely

		MUST BE COMPLETE	D FOR EACH	TRAIN	ING P	ROGRAM		
Approved Prog					Sala	·授 路内里 唐		
Business Analy								
Reporting Peri	od:			July 1, 2020 – June 30, 2021				
Number of stud Reporting Perio		ated in your training progra	m during the	Al	-	WIOA Students Only		
Reporting Perio	a.			0	\sim	0		
If you need help at 703.228.1412		-sponsored students, call [David Remick					
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)						N/A		
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)						N/A		
Number of students who obtained unsubsidized employment after N/A N/A N/A Completing your training program.								
		participants who are in unsu arter after exit from your f		N/A				
Is the informatic	on listed on your i	nitial application current?		[] Yes [] No (If no, email corrections to dremick@arlingtonva.us)				
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: <u>https://arlingtonva.s3.amazonaws.com/wp-</u> <u>content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria-</u> <u>City_Arlington-County-Region.pdf</u> page 18.					[] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to <u>dremick@arlingtonva.us</u>)			
l certify that	the above inform	nation is accurate.	I					
Name of Authorized Representativ						Date: 07/21/2021		
Title:		President						
Email:	jchandok@syl	earn.com	Telephone:	703-310-7733				

AG 5/12/21/

A SEPARATE FORM	MUST BE COMPLETED	FOR EACH	TRAINI		ROGRAM	
Approved Program Name:				187514		
Certified Information System Sec	urity Professional		81 <u>mia</u> , 199	1		
Reporting Period:			July 1, 2020 – June 30, 2021			
					WIOA	
Number of students who participa	ated in your training program	n during the	Stude	nts	Students Only	
Reporting Period.	· 8 ⁻ · -	-	4		0	
If you need help identifying WIOA at 703.228.1412	avid Remick					
Total number of students who suc	cessfully completed your pr	ogram. (Goal:	4			
Meet or Exceed 50%)	l	Pb				
Total number of students who ear		4	-			
certificate, license, diploma, or de	65%)	1.	27			
Number of students who obtained	after	They w	eré			
completing your training program.		employ	ed			
The median earnings of program p employment during the second qu program.			\$95,000)		
Is the information listed on your in	nitial application current?	-3,	[] Yes [] No (If no, email corrections to <u>dremick@arlingtonva.us</u>)			
Does your curriculum include eler	ments of soft skills/basic pro	fessionalism	[]Yes		[]No	
skills?	·		(If yes, e	email a	n example of how	
Reference: https://arlingtonva.s3.amaz	onaws.com/wp-		++		embedded into	
content/uploads/sites/39/2020/06/VVIC City_Arlington-County-Region.pdf page		-Alexandria-	your cu			
	55 10.		dremick	(Qarlı	ngtonva.us)	
I certify that the above inform	mation is accurate.					
Name of	Jatinder Chandok					
Authorized Representative:				Dat	e: 07/21/2021	
Title:	President					
Email: jchandok@sy	earn.com	Telephone:	703-	310-77	733	

poret 8/19/21

Approved Pro		MUST BE COMPLET					
Reporting Peri	od:	÷⊴		July I, 2020 – June 30, 2021			
Number of stud Reporting Peric		ated in your training prog	ram during the	Ali Stude		WIOA Students Only	
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412							
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)							
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)							
Number of students who obtained unsubsidized employment after completing your training program.					vere ved		
		participants who are in un larter after exit from your		\$75,00	0		
Is the informatic	on listed on your in	nitial application current?	<u>. </u>	[] Yes [] No (If no, email corrections to			
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: <u>https://arlingtonva.s3.amazonaws.com/wp-</u> <u>content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria-</u> <u>City_Arlington-County-Region.pdf</u> page 18.				dremick@arlingtonva.us) [] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)			
I certify that	the above inform	mation is accurate.	. <u> </u>				
Name of Jatinder Chandok Authorized Representative:				Date: 07/21/2021			
Title:		President			•	- <u>-</u>	
Email:	jchandok@syl	earn.com	Telephone:	703	-310-7	733	

A 11. Blan

the second se		MUST BE COMPLETE	D FOR EACH	TRAINI	NG PROGRAM		
Approved Prog	ram Name:			Sec. 44			
Cloud+			1	and see and			
Reporting Perio	od:			july 1, 2020 – June 30, 2021			
	· · · -			All	AOIW		
Number of stude	ents who participa	ited in your training progra	m during the	Stude	nts Students Only		
Reporting Period	4.			0	0		
if you need help at 703.228.1412	identifying WIOA	David Remick	7				
Total number of students who successfully completed your program. (Goal Meet or Exceed 50%)					N/A		
	students who ear e, diploma, or deg		N/A	N/A			
Number of students who obtained unsubsidized employment after completing your training program.							
The median earnings of program participants who are in unsubsidized N/A employment during the second quarter after exit from your training program.							
Is the informatio	n listed on your ii	nitial application current?		[] Yes [] No (If no, email corrections to dremick@arlingtonva.us)			
Does your curric	ulum include eler	nents of soft skills/basic pro	ofessionalism	[]Yes			
skills?			E E	(If yes,	email an example of how		
	arlingtonva.s3.amaz				lls are embedded into		
		DA-Local-Policies-for-the-VCV	V-Alexandria-		irriculum to		
City_Arlington-Co	unty-Region.pdf pag	je 16.		<u>dremicl</u>	k@arlingtonva.us)		
I certify that t	the above inform	mation is accurate.					
Name of Authorized Representativ	'e:	Jatinder Chandok			Date: 07/21/2021		
Title:		President					
Email:	jchandok@syl	earn.com	-310-7733				

10 Board

		MUST BE COMPI	LETED	FOR EACH	TRAIN	ING P	ROGRAM	
Approved Prog A+	ram Name:							
Reporting Perio	od:				July 1, 2020 – June 30, 2021			
Number of stude Reporting Period		nted in your training (progran	n during the	Al Stude	•	WIOA Students Only	
If you need help at 703.228.1412	identifying WIOA	-sponsored students	i, call Da	wid Remick			19	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)					5 U	פציכה		
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					4	6%		
Number of students who obtained unsubsidized employment after completing your training program.					4		81	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.				\$55,00	0			
Is the information	n listed on your in	nitial application curre	ent?		[] 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/VVIOA-Local-Policies-for-the-VCW-Alexandria- City_Arlington-County-Region.pdf page 18.				[] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to <u>dremick@arlingtonva.us</u>)				
l certify that t	he above inform	mation is accurate	•					
Name of Authorized Representativ	e:	Jatinder Chando	ok .		2	Dat	te: 07/21/2021	
Title:		President			,			
Email:	jchandok@syl	earn.com		Telephone:	703	-3 0-7	733	

ABG 19/21

		MUST BE COMPLETE	D FOR EACH	TRAIN	NG F	ROGRAM	
Approved Prog						ALC: NO PORT	
	Analyst (CySA+)						
Reporting Perio	od:			July 1, 2020 – June 30, 2021			
				AI	i	WIOA	
		ated in your training progra	m during the	Stude	ents 👘	Students Only	
Reporting Perio	d.			0		0	
If you need help at 703.228.1412		A-sponsored students, call [David Remick 🧳		\		
Total number of Meet or Exceed		ccessfully completed your p	program. (Goal:	N/A)	N/A	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					<u>, </u>	N/A	
Number of students who obtained unsubsidized employment after completing your training program.						N/A	
		participants who are in unsu parter after exit from your		N/A			
Is the informatic	on listed on your i	nitial application current?		[] Yes [] No , (If no, email corrections to <u>dremick@arlingtonva.us</u>)			
Does your curri	culum include eler	ments of soft skills/basic pro	ofessionalism	[] Yes [] No			
skills?						an example of how	
Reference: <u>https://</u>	arlingtonva.s3.amaz	onaws.com/wp-				embedded into	
	ounty-Region.pdf pag	DA-Local-Policies-for-the-VCV	V-Alexandria-	your ci			
	parter region.por pag	50 10.		dremic	<u>k(@arl</u>	ingtonva.us)	
I certify that	the above inform	mation is accurate.		· · · · · · · · · · · · · · · · · · ·			
Name of		Jatinder Chandok					
Authorized					Dat	te: 07/21/2021	
Representativ	ve:						
Title:		President					
Email:	jchandok@syl	/learn.com Telephone: 703-310-7733				733	

A CC 16/21

A SE	PARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	ING P	ROGRAM	
Approved Pro	gram Name:					Station States of	
Data Science	1						
Reporting Peri	od:			July 1, 2020 – June 30, 2021			
		ated in your training progra	m during the	Al Stude	•	WIOA Students Only	
Reporting Perio	d.			4		0	
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412							
Total number o Meet or Exceed		ccessfully completed your p	program. (Goal:	4	NOC.	0	
Total number o	f students who ea	rned an in-demand industry	-recognized	N/A	-0	1	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					-		
Number of stud	ents who obtained	after	3				
completing your	training program				42		
		participants who are in unsu		\$68,00	0		
	ring the second qu	arter after exit from your i	raining				
program.			,				
ls the information	n listed on your i	nitial application current?		[]Ye	-	[]No	
		new appreciation carrent.		(If no, email corrections to			
				dremick@arlingtonva.us)			
· · ·	culum include eler	ments of soft skills/basic pro	ofessionalism	[]Yes []No			
skills?	arlingtonva.s3.amaz					an example of how	
content/uploads/s	ites/39/2020/06/WIC	onaws.com/wp- DA-Local-Policies-for-the-VCV	V-Alexandria	your ci		embedded into	
	ounty-Region.pdf pag					ingtonva.us)	
			,				
	the above inform	mation is accurate.					
Name of	b.	Jatinder Chandok					
Authorized					Dat	e: 07/21/2021	
Representati	/e:	President					
Title:		rresident					
Email:	jchandok@syl	earn.com Telephone: 703-310-7733				733	



A SEP	ARATE FORM	MUST BE COMPLI	ETED FOR EACH	TRAIN		PROGRAM
Approved Prog	gram Name:				ATL.	
Network+						
Reporting Perio	od:			july	1, 202	20 – June 30, 2021
		ated in your training pr	ogram during the	Al	-	WIOA Students Only
Reporting Perio	d.			5		0
lf you need help at 703.228.1412	identifying WIOA	sponsored students, o	call David Remick			
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)						
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)						
Number of students who obtained unsubsidized employment after completing your training program.						
The median earr employment dur program.	nings of program p ing the second qu	articipants who are in arter after exit from ye	unsubsidized our training	\$55,00	0	
ls the informatio	n listed on your ir	nitial application curren	nt?	[] Yes [] No (If no, email corrections to		
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: https://arlingtonva.s3.amazonaws.com/wp- content/uploads/sites/39/2020/06/VVIOA-Local-Policies-for-the-VCW-Alexandria- City_Arlington-County-Region.pdf page 18.				dremick@arlingtonva.us) [] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to dremick@arlingtonva.us)		
I certify that (the above inform	nation is accurate.	l			<u> </u>
Name of Authorized Representativ	/e:	Jatinder Chandok			Date: 07/21/2021	
Title:		President]		
Email:	jchandok@syl	earn.com	Telephone:	703	-310-7	733

N

A SEP	ARATE FORM	MUST BE COMPLETE	FOR EACH	TRAINI	NG P	ROGRAM	
Approved Prog	ram Name:			il a stati			
PenTest+							
Reporting Perio	od:			july 1, 2020 – June 30, 2021			
				All		AOIW	
Number of stud	opte who participa	ted in your training program	n during the	Stude		Students Only	
Reporting Period		ited in your training program	a during die	0	1163	0	
					~	-	
If you need help	identifying WIOA	-sponsored students, call D	avid Remick	[]]	\mathbf{N}		
at 703.228.1412		,					
Teach sumber of		cessfully completed your p	Cost	N/A	-+	N/A	
Meet or Exceed		cessiuily completed your p	rogram. (Goai:	177			
Total number of	Total number of students who earned an in-demand industry-recognized					N/A	
	certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)						
		l unsubsidized employment	after	N/A		N/A	
completing your	training program.						
			<u> </u>	NI/A			
		articipants who are in unsu		N/A			
program.	ing the second qu	arter after exit from your t	raining				
program.							
Is the informatio	n listed on your in	nitial application current?		[]Yes		[]No	
	*			(If no, email corrections to			
				dremick@arlingtonva.us)			
· ·	culum include eler	nents of soft skills/basic pro	fessionalism	[]Yes		[]No	
skills?						an example of how	
	arlingtonva.s3.amaz	<u>onaws.com/wp-</u> DA-Local-Policies-for-the-VCV	-Alexandria-			embedded into	
	ounty-Region.pdf pag			your cu		ingtonva.us)	
	·	,		<u>ur ennic</u>	Riterati	ingconva.us/	
I certify that	the above inform	nation is accurate.			-		
Name of		Jatinder Chandok					
Authorized					Dat	te: 07/21/2021	
Representativ	/e:	-					
Title:		President					
			T -1	703	-310-7	733	
Email:	jchandok@syl	earn.com	Telephone:				

P

A SEP	ARATE FORM	MUST BE COMPLETE	D FOR EACH	TRAIN	NG P	ROGRAM	
Approved Program Name:			Second South and the Million of States				
Quality Assurance Testing							
Reporting Period:			July 1, 2020 – June 30, 2021				
Number of students who participated in your training program during the			All Stude		WIOA Students Only		
Reporting Perio	d.			0		0	
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412			$\left(\right)$	· / ·			
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)			/N/A		N/A		
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)			N/A	/	N/A		
Number of students who obtained unsubsidized employment after completing your training program.			MIA		N/A		
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.			N/A				
Is the information listed on your initial application current?			[] Yes [] No (If no, email corrections to <u>dremick@arlingtonva.us</u>)				
Does your curriculum include elements of soft skills/basic professionalism			[]Yes []No				
skills?			(If yes, email an example of how				
Reference: https://arlingtonva.s3.amazonaws.com/wp- content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCVV-Alexandria-			soft skills are embedded into your curriculum to				
City_Arlington-County-Region.pdf page 18.			dremick@arlingtonva.us)				
I certify that the above information is accurate.							
Name of Authorized Representative:		Jatinder Chandok		Date: 07/21/2021			
Title: President							
Email:	jchandok@syl	<u>learn.com</u> Telephone:			703-310-7733		

19/21

		MUST BE COMPL	ETED FOR EAC	H TRAIN	ING P	ROGRAM	
Approved Program Security+	Name:			-			
Reporting Period:			July	july 1, 2020 — june 30, 2021			
Number of students who participated in your training program during the Reporting Period.			Al Stude	-	WIOA Students Only		
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412							
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)			l: 3	w.			
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)			3	erer .			
Number of students completing your trai		l unsubsidized employ	/ment after	3			
		articipants who are in arter after exit from		\$57,00	0		
Is the information listed on your initial application current?			(lf no,	[] Yes [] No (If no, email corrections to <u>dremick@arlingtonva.us</u>)			
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: <u>https://arlingtonva.s3.amazonaws.com/wp- content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria- City_Arlington-County-Region.pdf</u> page 18.			[] Ye (If yes, soft sk your c	[] Yes [] No (If yes, email an example of how soft skills are embedded into your curriculum to <u>dremick@arlingtonva.us</u>)			
I certify that the	above inform	nation is accurate.					
Name of Authorized Representative:		Jatinder Chandok			Dat	te: 07/21/2021	
Title:		President				···· ··· ···	
Email: jo	handok@syl	earn.com	Telephone	: 703	-310-7	733	

A

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM						
Approved Program Name:						
Web Design and Developer						
Reporting Period:			July 1, 2020 – June 30, 2021			
			_			
Number of students who participa		ited in your training progra	Stude	nts	Students Only	
Reporting Period	d.			0		1
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412					\bigwedge	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)				/	I dest	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)					NIA	
Number of students who obtained unsubsidized employment after completing your training program.						
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.					Don't know	
Is the information listed on your initial application current?			[] Yes [] No (If no, email corrections to <u>dremick@arlingtonva.us</u>)			
Does your curriculum include elements of soft skills/basic professionalism			[]Yes []No			
skills?			(If yes, email an example of how			
Reference: https://arlingtonva.s3.amazonaws.com/wp-			soft skills are embedded into			
content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-Alexandria- City Arlington-County-Region.pdf page 18.			your curriculum to dremick@arlingtonva.us)			
<u>and a number of the second se</u>				<u>Greinicki@armigtoriva.us</u>)		
I certify that the above information is accurate.						
Name of Authorized Representative:		Jatinder Chandok		Date: 07/21/2021		te: 07/21/2021
Title: President						
Email:	jchandok@sy	learn.com Telephone:		703-310-7733		7733

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

Date: July 21, 2021

Name of Person Completing the Form: Jatinder Chandok

Training Provider's Name: SyLearn

Address of the training facility: 3330 Washington Blvd, Suite 100, Arlington, VA 22201

Equal Opportunity & Access Review

L.	Have any of the following policies/procedures changed since your initia Eligible Training Provider List? (If so, please provide updated documentatio							
	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 thro organization:	e following items available for individuals attending training through your zation:						
	Auxiliary aids for individuals with hearing and/or visual impairment		🗆 No					
	Accessible workstations with accessible software	🗆 Yes	I 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? So far we have not had students who have limited English proficiency. If there is enough volume, we have instructors who can teach courses like A+, Network+, Cisco Certified Network Associate (CCNA), Security+, AWS Cloud Practitioner in Spanish. The content, curriculum and courses are taught in English currently.

Has training been provided to instructors on services available to LEP students?

Yes
Yes
No
(If yes please describe.) __Had discussions with a Spanish speaking instructor on
converting course content to Spanish based on a possible training requirement which
did not materialize.
Is material and posters displayed in alternate languages?
Yes
No
(If so, what languages?)

SyLearn Soft Skills training

Apart from the specific technical knowledge and proficiencies that are taught in our courses, there are universal "soft skills" that are applicable to any industry, and workers who lack them could be setting themselves up for failure. We want to set our students up for success outside of the classroom as we believe that their success is our success. We also have a vested interest that successful and satisfied customers are our brand ambassadors.

According to the U.S. Department of Labor, there are six soft skills that are necessary for professional success: Communication, Enthusiasm/Attitude, Teamwork, Networking, Critical thinking/Problem-solving, and Professionalism. Here is how we have incorporated them in our curriculum:

Communication

Good communication skills are imperative in every industry, and employers consistently rank effective communication skills at the top of their list for what they want in an employee. In addition, technology has changed the way workplace communication happens, so students need a variety of experiences to help them master this skill. We monitor on how students communicate with the instructor, staff and other fellow students from the initial inquiry to responding to evaluation request and thanking for the certificate of completion whether the communication is oral or by email.

Through examples of workplace use of the course content, instructors emphasize how effective and positive communication:

- Helps reduce misunderstanding and mistakes
- Aids in problem solving
- Ensures better collaboration and teamwork
- Boosts idea generation and innovation

Enthusiasm and attitude

Most students do not get their dream job right after graduation, and have to work through through a few entry-level positions before moving up the corporate ladder, so attitude is everything. Nobody wants to work with somebody who clearly doesn't want to be there, so students who develop positive thinking will have an advantage. As part of the learning experience we embed the need for positive attitude and monitor assignments and behavior of students to include this trait.

Teamwork

In the workplace, being able to work well with your team is critical as each organization member has an integral role for the success of the organization. Some of the hands-on exercises are assigned to multiple students enabling to work as a team rather than being solo performers just like they would have to in the real world.

Networking
Most hiring managers would rather interview a potential candidate who has been previously recommended by somebody they know or work with, and networking is the best way to receive these recommendations. We encourage students to apply for positions in an organization where they have friends or even where the instructor works enabling them to get a connection. We also encourage them to become part of in-person or virtual meet up groups related to the course of study.

Critical thinking/problem solving

Lack of problem-solving and critical-thinking skills are among the most common complaints employers have of people entering the workforce. To develop this skill, we put students out of their learning comfort zone and create assignments that resemble projects they'll encounter in the workplace. Complex projects that present problems force students to get creative, seek out information from different sources, and navigate through obstacles on their own.

Professionalism

Professionalism is a combination of multiple skills and is the most difficult soft skill to teach. We simulate teaching this though activities that policies to help encourage students to develop this quality. Role-playing activities that put students in the shoes of a supervisor, manager, customer, technical engineer are some ways that we include this in our training.

Holding students accountable to their reading, homework, assignments is another way we help mitigate the culture shock when they graduate and go on to work in the industry.

Additionally, during the training, instructors go over interview questions that students' encounter when they are applying for positions especially for entry level courses like A+, Network+, AWS Certified Cloud Practitioner, Software Testing, Web Design and Developer, Python etc.

Whenever we hear about job openings and/or internship opportunities in various organizations, we pass on that information to the relevant instructor who then distributes the same in the class to students attending courses in that area of technology. For entry level students, we have guided them in writing/rewriting their resume to reflect the skills they have learnt in our courses, especially highlighting keywords that help a resume get shortlisted by hiring managers and human resource personnel. We also guide them on how to search for jobs in their area of knowledge by helping them with job titles that are suited to their knowledge and experience levels.



PROVIDER NAME: The Skin Cure Center LLC

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
A SEPARATE FOR Approved Program Name: E	Sthefic		
Reporting Period:	July 1, 2020 – June 30, 2021		
Number of students who partic the Reporting Period.	All Students	WIOA Students Only	
	OA-sponsored students, call David	5	D
Total number of students who (Goal: Meet or Exceed 50%)	successfully completed your program.	5 108	
Total number of students who recognized certificate, license, Exceed 65%)	earned an in-demand industry- diploma, or degree. (Goal: Meet or	500	r —
Number of students who obtain completing your training progra	ned unsubsidized employment after am.	5-	
The median earnings of progra unsubsidized employment duri your training program.	60,000		
Is the information listed on you		[] No corrections to lingtonva.us)	
			[] No an example of is are embedded riculum to
I certify that the above infor	nation is accurate.		
Name of Authorized Representative:	thorized Azita Witazand Date: g 10		
Title: Director.			-
Email: Skin Cure	dc@gmail.cam Telephone:	7.03	360-6521
	0		i

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1" FLOOR ARLINGTON, VA 22204 703 228 1412 • WORKFORCECOUNCILARLINGTONVA.US

Alexandria/Anington Regional Workforce Council is an Equal Opportunity Program. Program Auxiliary Aids and Services are

2



PROVIDER NAME: The Skin Care Center LLC

A SEPARATE FORM MUST BE COMPLETED FOR EACH	TRAINING PR	ROGRAM	
Approved Program Name: Master Estetic		and the second	
Reporting Period:	July 1, 202	0 – June 30, 2021	
Number of students who participated in your training program during	All Students	WIOA Students Only	
the Reporting Period.	2	a	
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	3	0	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	3/10	4 O	
Total number of students who earned an in-demand industry- recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	3,	g, ()	
Number of students who obtained unsubsidized employment after completing your training program.	3	О	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	65000		
Is the information listed on your initial application current?	dremick@ar	[] No corrections to lingtonva.us)	
Does your curriculum include elements of soft skills/basic professionalism skills? Reference: <u>https://arlingtonva.s3.amazonaws.com/wp-</u> <u>content/uploads/sites/39/2020/06/WIOA-Local-Policies-for-the-VCW-</u> <u>Alexandria-City_Arlington-County-Region.pdf</u> page 18.	[-] Yes [] 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: Azita Shafazand	Dat	ie: 8-10-2021	
Title: Director			
Email: @ Skinlare de @ gman. Au Telephone:	703_3	60-6521	
ALEXANDRIAVARLINGTON REGIONAL WORKFORCE 2100 WASHINGTON BOULEVARD, 1 st FLOO ARLINGTON, VA 22204 703 228 1412 • WORKFORCECOUNCIL ARLINGT	R		
Alexandria/Arlington Regional Workforce Council is an Equal Opportunity Program. Prog	ram Auxiliary Aids a	nd Services are 2	

6/12/21

PROVIDER NAME: The Skin Care Center Whe

A SEPARATE FOR	M MUST BE COMPLETED FOR EACH	TRAINING F	ROGRAM
A SEPARATE FOR Approved Program Name:	Daxing		
Reporting Period:	July 1, 2020 - June 30, 2021		
Number of students who partic the Reporting Period.	All Students	WIOA Students Only	
If you need help identifying WI Remick at 703.228.1412	OA-sponsored students, call David	3	
Total number of students who (Goal: Meet or Exceed 50%)	successfully completed your program.	31	2
Total number of students who recognized certificate, license, Exceed 65%)	earned an in-demand industry- diploma, or degree. (Goal: Meet or	34	
Number of students who obtain completing your training progra	ned unsubsidized employment after am.	3	
The median earnings of progra unsubsidized employment duri your training program.	am participants who are in ng the second quarter after exit from	45000-	
Is the information listed on you	r initial application current?	5	[] No il corrections to arlingtonva.us)
Does your curriculum include e professionalism skills? Reference: https://arlingtonva.s3.a content/uploads/sites/39/2020/06/ Alexandria-City Arlington-County-	mazonaws.com/wp- WIOA-Local-Policies-for-the-VCW-	how soft sk into your ci	[] No ail an example of dills are embedded urriculum to arlingtonva.us)
I certify that the above infor	mation is accurate.		
Name of Authorized Representative:	Azita Shufazand	Da	nte: 8-10-2021
Title: Director Email: Slun Car	edce guil Telephone:	7403	3-360-6521
	ANDRIA/ARLINGTON REGIONAL WORKFORCE 2100 WASHINGTON BOULEVARD, 1 ³⁷ FLOO ARLINGTON, VA 22204 28.1412 WORKFORCECOUNCIL ARLINGT	R	

Alexandria/Arlington Regional Workforce Council is an Equal Opportunity Program. Program Auxillary Aids and Services are

2

PROVIDER NAME: The Skin Clive Center LLC

A SEPARATE FOR	M MUST BE COMPLETED FOR EACH	I TRAINING PI	ROGRAM
Approved Program Name:	ermanent cosmetric		
Reporting Period:			
Number of students who partic	All Students	WIOA Students Only	
the Reporting Period. If you need help identifying Wi Remick at 703.228.1412	10-	- 0 -	
Total number of students who (Goal: Meet or Exceed 50%)	successfully completed your program.	10-	- 0 -
	earned an in-demand industry- diploma, or degree. (Goal: Meet or	10-	/
Number of students who obtain completing your training progra	10-	/	
The median earnings of progra unsubsidized employment duri your training program.	50,000	_	
Is the information listed on you	(VYes [] No (If no, email corrections to dremick@arlingtonva.us)		
Does your curriculum include e professionalism skills? Reference: https://arlingtonva.s3.a content/uploads/sites/39/2020/06// Alexandria-City_Arlington-County-	(YYes (If yes, emai how soft skil into your cur	[] No I an example of Is are embedded	
I certify that the above infor			
Name of Authorized Representative:	uthorized HZITA Mattizanci. Date: 0		
Title: Director.			
Email: Skin Cure	de Qomail. dom.	703-3	360-6521
ALEXA		COUNCIL	

2100 WASHINGTON BOULEVARD, 1^{sr} FLOOR ARLINGTON, VA 22204 703 228 1412 WORKFORCECOUNCIL ARLINGTONVA.US

Alexandria/Arlington Regional Workforce Council is an Equal Opportunity Program. Program Auxiliary Alds and Services are

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

Date: Name of Person Completing the Form: Azita Shafazand. Training Provider's Name: The Skin Care Center LLC Address of the training facility: 8403-G-Richmond HWY Alex, V9,22309 Equal Opportunity & Access Review

			1.6 .1
1.	Have any of the following policies/procedures changed since your initia Eligible Training Provider List? (If so, please provide updated documentatio	il approva n of these	al for the items.]
	Grievance/Complaint Procedure	🗆 Yes	1 No
	Equal Opportunity is the Law poster prominently displayed	🗆 Yes	S No
	Limited English Proficiency Process	🗅 Yes	No
	Reasonable Accommodations (for individuals with disabilities)	🗆 Yes	e No
2.		ugh your	
	organization: Auxiliary aids for individuals with hearing and/or visual impairment	🗆 Yes	ETNO
	Accessible workstations with accessible software	@Yes	No
	Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.)	eves	🗆 No
	Interpreters (spoken language & sign language)	🗆 Yes	GNO
3.	Please provide the following information regarding equal access and se English proficient (LEP) individuals attending training through your orga		
	How is training provided to LEP students? 10 ith Dictiona	ry	
	Has training been provided to instructors on services available to LEP	students?	
	(If yes please describe.) <u>an over the material few tim</u> Is material and posters displayed in alternate languages? (If so, what languages?) its body work or Factice 23	es aske o yes	ENO didiorary as
	international Languages -		
	ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD 13' FLOOR ARLINGTON, VA 22204 703 228 1412 • WORKFORCECOUNCIL ARLINGTONVA.US		
		d Candleas are	

Alexandria/Arlington Regional Workforce Council is an Equal Opportunity Program. Program Auxillary Alds and Services are

available upon request for individual with disabilities.

3

H

PROVIDER NAME: __Together We Bake__

Approved Pro	gram Name:	MUST BE COMPLET			r We Bake
Reporting Peri	od:			july 1, 2020 – june 30, 202	
Number of stud Reporting Perio		ated in your training prog	ram during the	All Student	ts Students Only
lf you need help at 703.228.1412	o identifying WIOA	-sponsored students, call	David Remick		
Total number o Meet or Exceed		ccessfully completed your	program. (Goal:	20 96	0
		rned an in-demand industr gree. (Goal: Meet or Exce		13	0
	ents who obtained training program	d unsubsidized employmer	nt after	14	0
		articipants who are in un arter after exit from your		14.00	0
Is the informatic	on listed on your i	nitial application current?			[] No nail corrections to Darlingtonva.us)
				[] No nail an example of how are embedded into riculum to	
I certify that	the above inform	mation is accurate.			
Name of Authorized Representativ	/e:	Stephanie Wright			Date: 8/3/21
Title		Executive Director		t_	;
Email:	stephanie@to	getherwebake.org	Telephone:	703-97	73-8775

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL.ARLINGTONVA.US

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

2

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

Date:

Name of Person Completing the Form:

Training Provider's Name:

Address of the training facility:

Equal Opportunity & Access Review

1.	Have any of the following policies/procedures changed since your initial a Eligible Training Provider List? (<i>If so, please provide updated documentation</i> a second	••	
	Grievance/Complaint Procedure	🗆 Yes	X No
	Equal Opportunity is the Law poster prominently displayed	🗆 Yes	X No
	Limited English Proficiency Process		X No
	Reasonable Accommodations (for individuals with disabilities)	🗆 Yes	X No
2.	Are the following items available for individuals attending training throug organization:	şh your	
	Auxiliary aids for individuals with hearing and/or visual impairment	X Yes	D No
	Accessible workstations with accessible software	X Yes	🗆 No
	Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.)	X Yes	🗆 No
	Interpreters (spoken language & sign language)	🗆 Yes	X 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? <u>We have considered holding a Spanish</u> <u>speaking cohort session, but haven't been able to access funding to do so.</u>

Has training been provided to instructors on services available to LEP students?

	🗆 res	X NO	
(If yes please describe.)			
Is material and posters displayed in alternate languages?	🗆 Yes	X No	
(If so, what languages?)			

ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL 2100 WASHINGTON BOULEVARD, 1st FLOOR ARLINGTON, VA 22204 703.228.1412 • WORKFORCECOUNCIL ARLINGTONVA.US

3

V 81-

New Regional Workforce Council Policies

EQUAL OPPORTUNITY & NONDISCRIMINATION POLICY

REFERENCE

- Workforce Innovation and Opportunity Act (WIOA) Title I
- 29 CFR Part 37

POLICY

It is the policy of the Alexandria/Arlington Regional Workforce Council to provide equal opportunity to all WIOA program applicants and participants without regard to race, color, religion, gender, national origin, age, disability, or political affiliation or belief. Any person alleging discrimination under the Workforce Innovation and Opportunity Act has the option of filing his or her written complaint with the Alexandria/Arlington Regional Workforce Council EO Officer:

David Remick Executive Director & EO Officer Alexandria/Arlington Regional Workforce Council 2100 Washington Blvd. First Floor Arlington, VA 22204 <u>dremick@arlingtonva.us</u>

Please note: any person with a general, non-discriminatory grievance may also file a written complaint to the Alexandria/Arlington Regional Workforce Council EO Officer. All non-discriminatory grievance complaints will follow the procedures outlined in the Processing WIOA Grievances and Complaints Policy.

Determining Jurisdiction

The first step in processing a complaint is to determine if it is within the Alexandria/Arlington Regional Workforce Council's jurisdiction – that is, if the Alexandria/Arlington Regional Workforce Council has the legal authority to accept the complaint for investigation. There are three considerations that determine jurisdiction – basis, timeliness, and whether the respondent is a recipient of DOL funds.

- Basis: For discriminatory grievances, the Alexandria/Arlington Regional Workforce Council can
 accept and investigate only those complaints that allege discrimination on the basis of race, color,
 religion, national origin, gender, political affiliation or belief, age, or disability because of citizenship
 or participation in WIOA. For all other grievances, the Council can accept and investigate only
 those complaints that occur when using WIOA Title I funded services.
- Timeliness: The Alexandria/Arlington Regional Workforce Council will accept and investigate a complaint only if it is filed within 180 days of the alleged violation.
- Recipient of WIOA Funds: The Alexandria/Arlington Regional Workforce Council can accept and investigate only those complaints in which the respondent the program or activity against which the complaint is filed is a program or activity funded in whole or in part by WIOA funds.

Notifying the Respondent and the Complainant

Once it is determined that a complaint is within the Alexandria/Arlington Regional Workforce Council's jurisdiction, the complaint is investigated by the Alexandria/Arlington Regional Workforce Council's EO Officer. The EO Officer sends the respondent (the administrator or manager of the program/activity receiving funds) notice, which informs him or her that the Alexandria/Arlington Regional Workforce Council has accepted the complaint and includes:

- The complainant's name,
- A brief description of the allegation,

- A description of the information or documentation needed for the investigation, and time in which it is to be submitted,
- A reminder to the respondent that any form of retaliation or intimidation against the complainant because he or she has filed a complaint is prohibited, and
- The name and telephone number of the Alexandria/Arlington Regional Workforce Council's EO Officer assigned to the case.

A copy of the complaint may be provided to the respondent if it is requested. The EO Officer also sends the complainant a similar notification letter. Both the respondent and the complainant are encouraged to informally resolve the complaint prior to the issuance of a determination. This process could take up to 30 days to complete.

Data Collection

A complaint can be investigated in two ways: through analysis of data relevant to the investigation and/or through an on-site investigation. Data needed to determine the merits of the allegations in the complaint should be identified. A written list of questions is forwarded to the respondent, complainant, and other parties such as witnesses. Some questions will require a written response, some will request records, and others will require documentation. The EO Officer analyzes the data and, if it is sufficient, a determination as to whether or not discrimination occurred may be issued without an on-site investigation. This process could take up to 30 days to complete.

The On-Site Investigation

The EO Officer conducts the complaint investigation at the site of the alleged violation when:

- The issues are complicated;
- After reviewing the data collected, it is determined that several witnesses must be interviewed, or many records reviewed; or
- The Alexandria/Arlington Regional Workforce Council's EO Officer has received several complaints against the same respondent.

Before arriving on-site, the EO Officer contacts the respondent to establish a date and time for the onsite investigation, to identify records and other documents to be made available for review, and to identify individuals to be interviewed. This should be regarded as an initial information request. As the investigation proceeds, the EO Officer may identify additional information requirement or interviewees. The respondent should identify a person responsible for coordinating the on-site investigation. Once on-site, and before meeting with the respondent, the EO Officer meets with the complainant to review the complaint and to obtain any additional information not contained in the complaint or case file.

The opening conference is held at the respondent's facility; the EO Officer meets with the respondent and/or respondent's representatives to:

- Describe the complaint being investigated, including the specific allegation(s) and issue(s) under investigation and the Alexandria/Arlington Regional Workforce Council's authority to investigate them;
- Confirm arrangements made by the respondent to assure the EO Officer privacy, including setting aside a private area for the EO Officer to conduct interviews and review documents;
- Confirm the interview schedule of individuals named in the complaint, as well as other witnesses; and
- Schedule other meetings, such as the orientation meeting for information collection and the exit interview.

Normally, the EO Officer does not discuss the merits of the complaint during the opening conference.

Gathering Evidence

In an on-site investigation, the EO Officer gathers evidence by interviewing and by reviewing records. Initially, the EO Officer interviews the official(s) representing the respondent and the person(s) named in the complaint. Information obtained includes:

- The respondent's account of the facts,
- Additional persons the respondent wishes interviewed and the matters on which each witness can be expected to provide information,
- Documentation that the respondent wishes reviewed.

The EO Officer also interviews witnesses – that is, all individuals named either by the complainant or the respondent as witnesses. As the investigation progresses, the EO Officer may identify additional individuals who should be interviewed. In addition to conducting interviews, the EO Officer gathers information by reviewing records and other documents, beginning with those initially requested. As the investigation progresses, the EO Officer may require additional records. When the records required are voluminous or complex, the EO Officer may hold a meeting with the staff responsible for keeping records to:

- Acquaint the EO Officer with the respondent's information system,
- Acquaint the respondent with the EO Officer's information needs,
- Assign specific document or information request to the appropriate person.

Types of Evidence

In general, evidence falls into five categories:

- Direct evidence is evidence of the actual, subjective intent of the person(s) charged with discrimination. It may take the form of an admission of discriminatory purpose, although this will rarely occur. You will most often find such an admission during an interview, when a person is explaining or justifying his or her actions. Direct evidence encompasses more than admissions: it also includes any facts tending to establish the subjective motives of persons involved in the alleged discrimination.
- Circumstantial evidence includes facts from which one may infer intent or discriminatory motive. Circumstantial evidence proves intent by using objectively observable data. It does not, however, prove anything directly about actual subjective intent – for example, historical information on how members of the protected group have been treated by the respondent and similar complaints.
- Comparative evidence is that which identifies difference(s) in treatment of similarly situated individuals based on their race, sex, or other protected basis. For example, this might involve comparing the quality and quantity of services provided a group of the same race with services provided to a group of a different race. If there is no adequate non-racial explanation for the differences, it is reasonable to infer that race may be a factor.
- Statistical evidence is most often used to demonstrate the adverse effect of a procedure, policy, rule, or selection criteria. The evidence will have to show that a substantial disparate impact exists, and that it is not due to chance. Such evidence may include EO data reports and monitoring reports.
- For non-discriminatory grievances, direct evidence of the actual, subjective intent of the offender(s).

The Exit Conference

When the on-site investigation has been completed, within 30 days the EO Officer will hold an exit conference with the respondent to clarify the information obtained during the on-site investigation or to request additional information. The EO Officer expresses no opinion about the information collected during the on-site investigation and makes no analysis or conclusions about the issues.

Administrative Closures

Pre-investigative administrative closures occur prior to the initiation of the investigation. A predetermination administrative closure is one which occurs between the initiation of an investigation and before an investigative report is drafted. Investigations may not be administratively closed if they imply or involve class issues, which have not been corrected for all members of the class. Investigations that are not class involved may be administratively closed if one or more of the following conditions exist – that is, if the complainant:

- Refused to cooperate in the investigation;
- Cannot be located;
- Is deceased;
- Withdraws the complaint in writing; or
- Was fully resolved through mediation or conciliation.

If the complainant can be located, he or she must be notified in writing that the complaint is being administratively closed and explain the reason for the decision.

Analysis of Evidence (for discriminatory grievances only)

Disparate Treatment

To determine if it is reasonable to believe that discrimination based on disparate treatment occurred a three-phase analytical process will be used. This process is as follows:

PHASE I: PRIMA FACIE

This phase is a determination as to whether there is sufficient evidence to raise an inference of discrimination. An inference *does not prove* discrimination; rather, it allows you to go on to the next analytical set(s) – determining whether the inference is correct.

An inference of discrimination based on disparate treatment can be established when an eligible/qualified individual shows that he or she was treated differently because of a prohibited factor. In the case of systemic or pattern-or-practice discrimination and inference of discrimination may be established by showing that individuals or groups are treated differently based on race, sex, or some other prohibited factor.

The Supreme Court created a template for establishing a case by inference based on disparate treatment. The elements of a prima facie case may vary depending on the facts of the complaint, but such elements often include the following:

- 1. The aggrieved person was a member of a protected class;
- 2. This person applied for, and was eligible for federally assisted program or applied and was qualified for employment;
- 3. Was denied services or employment despite being eligible/qualified; and
- 4. After this denial, the respondent selected applicants for services or provided employment to persons not in the complainant's group with similar eligibility or qualifications.

PHASE 2: REBUTTAL

The second phase is the respondent's opportunity to defend itself. If there is sufficient evidence to establish a prima facie case, the investigator must determine if the respondent can articulate a "legitimate, nondiscriminatory reason" for the challenged action.

PHASE 3: PRETEXT

Once the respondent has articulated a reason for the disparate treatment, the investigator must examine the respondent's reasons and evidence relevant to the complaint. Where facts are in dispute, the investigator should attempt to corroborate the facts independently. If the respondent's defense is not based on a legitimate requirement, the investigator may show that the rebuttal evidence presented by the respondent was a "pretext" for discrimination.

Types of evidence that may be helpful in proving pretext are:

- The respondent failed to follow its own rules, policies, and procedures;
- The respondent acted inconsistently with its own stated, legitimate nondiscriminatory reason;
- Evidence obtained in the investigation contradicts the nondiscriminatory reasons; or
- The reason offered now was not offered to support the challenged decision at the time it occurred, suggesting the reason was offered as an afterthought.

Disparate Impact

The model for proving discrimination based on disparate impact is different from the disparate treatment model because the underlying theory is different. Rather than seeking to prove that the service or training provider had a discriminatory motive, you are seeking to prove that a policy, requirement, or practice has a *disproportionate effect* on a particular group or groups. Indications of disparate impact are most likely to arise in the context of a compliance review.

Adverse Impact

The investigator will need to develop evidence that can be tested for adverse impact by making a comparison of the effects of the policy, requirement, or practice in question on members of the complainant's protected class with persons not in the protected class. The evidence in an investigation of a case involving disparate impact will likely include both *statistical* and *comparative* evidence (see "Types of Evidence").

The first step is determining whether there is disproportionate representation of protected class members participating in the program in question (for example, four percent of participants in a training program are female, while fifty percent of the applicants are female). In this case, the investigator will want to look at the application process and other aspects of program administration to determine if there is evidence that a policy or practice is causing the disparity. If there is a statistically significant disparity between the representation of protected class members remaining after application of the challenged policy or requirement when compared with the representation of persons not in the protected class, a *prima facie* case has been established.

After determining that the numbers show significant differences, the next step is to determine what caused the disparities. The investigator must identify which policy, requirement or practice accounts for the adverse impact. That requires focus on the points in the decision making process where some applicants become participants and others do not. (For example, identifying which requirements or practices have the result of screening out more women applicants than you would expect to be screened out, given the number of women applicants.)

Business Necessity

Identifying the requirements or practices that have the adverse impact *does not prove* disparate impact discrimination. A determination must be made as to whether the requirement that has the adverse impact is *job related and necessary*. (For example, a requirement that a firefighter trainee weigh at least 150 pounds

could disproportionately screen out women as a group, even if some women can meet the requirement and some men cannot.)

In this scenario the service or training provider would have to provide evidence that the weight requirement is necessary for a job related reason (for example, evidence that the weight test is an accurate predictor of a person's ability to handle firefighting equipment).

Alternative Practice

Even if the weight test accurately predicts success in firefighting, if it has an adverse impact, the service or training provider must first try to devise a standard that *does not have adverse impact* to determine whether an applicant can handle the equipment.

Post Investigation

Investigative Report

An investigative report is a written document that sets out in a detailed and logical fashion (a) all facts pertinent to the case, (b) analyzes those facts in light of the complainant's allegations, and (c) recommends a determination as to the validity of the allegations based on that analysis. The following is a suggested format:

- Introduction
- Allegations
- Analysis
- Conclusions
- Recommendations

The investigative report should be a document separate from the formal letter of findings. Generally, the investigative report is not released to the complainant or the service or training provider except in the case of a Freedom of Information Act request or Privacy Act request. Ideally, an investigative report should be prepared whenever a full investigation is completed. If an investigative report is not done in every case, it should be prepared for complex cases that involve extensive analysis. An investigative report should also be prepared for all cases resulting in a violation. If the case is straightforward, raises only limited issues, does not involve significant rebuttal by either party, and results in a no violation finding, an investigative report may not be necessary.

Letter of Findings

The purpose of the letter of findings is to notify the parties in writing of the determination made on each issue. Letters of findings must be prepared for all investigations, regardless of whether a violation is found. A written notice of final action must be sent within 90 days after the filing date of the complaint. Complainants must be notified of their right to file a complaint with U.S. Department of Labor's Civil Rights Center (by mail: 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210; by email: CRCExternalComplaints@dol.gov) if they believe the determination is unsatisfactory.

Each letter of findings must:

- State the jurisdictional authority including the basis for the investigation;
- Address all issues covered in the investigation, and for each issue reach conclusions which are supported by an explanation or analysis; and
- State the determination for each issue investigated.

Corrective Actions for Discrimination Grievances

When technical violations are found during compliance monitoring, the EO Officer will notify the recipient in writing of the violations along with recommendations for corrective action. The EO Officer is responsible for providing technical assistance to correct the violations.

Corrective action may include policy development or educating individuals responsible for implementing the required action. A follow-up visit or contact will be made by the EO Officer to evaluate progress made toward resolving the violations. Violations as a result of an investigation and/or monitoring efforts shall be made to achieve voluntary compliance by corrective action or a conciliation agreement to correct the discrimination.

In general terms, the complaint procedure is as follows:

- Corrective action shall be completed within 45 days from the date of initial notification of the violation.
- Follow-up monitoring will be conducted to determine whether compliance has been achieved.

If the EO Officer concludes that compliance cannot be achieved through voluntary means, he or she will notify the U.S. Department of Labor's Civil Rights Center in writing, to include the following:

- The apparent violation(s) and the pertinent nondiscrimination or equal opportunity provision(s) of 29 CFR part 37;
- The efforts made to achieve voluntary compliance; and
- The corrective action the recipient must take to redress the violation.

PROCESSING WIOA GRIEVANCES AND COMPLAINTS POLICY

Purpose

This policy sets forth the procedures required under the Workforce Development Act (WIOA) to address grievances or complaints alleging a violation under the requirements of WIOA by the Commonwealth of Virginia, the Alexandria/Arlington Regional Workforce Council (AARWC), American Job Centers and/or Training Providers.

This policy does not address the procedure for processing complaints alleging discrimination under WIOA section 188 and/or 29 CFR part 37. Such complaints must be handled in accordancewith the procedures set forth in that regulatory part. Questions about or complaints alleging a violation of the non-discrimination provision of WIOA section 188 may be directed or mailed to Executive Director, AARWC, 2100 Washington Blvd, 1st Floor, Arlington, VA 22204 or Director, Civil Rights Center, US Department of Labor, Room N4123, 200 Constitution Avenue, NW, Washington, DC 20210, for processing.

References

P.L. 113-128, Workforce Innovation and Opportunity Act of 2014, Section 181(c). Federal Register, August 19, 2016, Part VI, Department of Labor, Employment and Training Administration, 20 CFR Part 603,651,652, et al. Workforce Innovation and Opportunity Act; Final Rules. 20 CFR Part 683, Subpart F- Grievance Procedures, Complaints, and State AppealsProcesses. 29 CFR Part 38, WIOA Section 188 Nondiscrimination and Equal Opportunity Regulations.

Definitions

The following terms, when used in this policy, have the following meanings unless the contextclearly indicates otherwise:

<u>**Complainant**</u> – an individual, group or agency that files a formal complaint alleging violation of the WIOA and/or provisions of a related agreement.

Direct Recipient – any person or governmental department, agency or establishment that receives WIOA funds through a local area in order to carry out WIOA programs but does notinclude an individual who is the beneficiary of such a program.

<u>**Grievant**</u> – an individual, group or agency that files a formal grievance alleging violation of WIOA and/or provision of a related agreement.

Participant - an individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under the WIOA) under a program authorized by the WIOA. Participation commences on the first day, following determination of eligibility on which the individual begins receiving subsidized employment, training or other services provided under WIOA.

GRIEVANCES AND COMPLAINTS PROCESSING

The grievance and complaint review procedures for the local level apply to alleged violations of the requirements of WIOA and/or provisions of a related agreement. These grievances or complaints may be submitted by participants and other interested parties affected by the local workforce development system, including American Job partners and service providers.

Filing a Grievance or Complaint

The American Job Centers and/or Service or Training Providers shall provide participants with the name, address and telephone number of the agency's official and the AARWC Executive Director to whom grievances and complaints can be directed. Examples of who may file a grievance or complaint include the following:

- I. Applicants and/or registrants for aid, benefits, services or training,
- 2. Eligible applicants/registrants,
- 3. Participants,
- 4. Employers,
- 5. Applicants for employment under WIOA,

- 6. Service providers, or
- 7. Eligible service providers.

Each grievance or complaint must be filed, in writing, within 30 calendar days of the alleged situation and must contain the following information:

- 1. The name, address and phone number of the person filing the grievance or complaint;
- 2. The date of the alleged situation and the date the grievance or complaint was filed;
- 3. The identity of the respondent (i.e. the individual or entity against whom the grievance or complaint is alleged);
- 4. A description of the allegation(s). This description must include enough detail to allow thereviewer to decide whether the allegation(s), if true, would violate any of the provisions of WIOA; and
- 5. The signature of the person filing the grievance or complaint.

Methods of Resolution/Disposition of Complaints

Upon receipt of the grievance or complaint, the reviewer will provide written notice to the grievant or complainant. This correspondence will be sent within five (5) business days and mustinclude the following:

- I. A summary of the allegation(s) submitted;
- 2. The date, time and place of the meeting or hearing with the reviewer;
- 3. A notice that the AARWC Executive Director may arrange for an informal resolution to the complaint prior to the official meeting or hearing;
- 4. A notice that the grievant or complainant may be represented by an attorney; and
- 5. A notice that the grievant or complainant may present witnesses and documentary evidence.

Each American Job Center, Service, and/or Training provider must notify the AARWC Executive Director, in writing, of the compliant within 48 hours of receiving the complaint. The AARWC Executive Director has a maximum of 30 calendar days to investigate the allegations and offer a resolution.

Notice of Final Action

Once the investigation is complete and a decision has been reached, a Notice of Final Action mustbe sent to the grievant or complainant with a copy to the agency. If an informal resolution was provided, the Notice of Final Action must summarize the resolution agreed upon. If no informal resolution was provided, the Notice of Final Action must contain the following information:

- I. The reviewer's decision and the reasons supporting the decision;
- 2. A brief description of the investigation process implored to reach the decision;
- 3. A notice that, if no decision is reached within 60 days or if dissatisfied with the decision,the grievant or complainant may appeal to the Commonwealth of Virginia within 10 business days of receipt of the Notice of Final Action; and
- 4. A notice that the grievant or complainant may seek a remedy authorized under anotherFederal, State or local law.

Record Keeping Requirements

Records regarding grievances and complaints must be maintained for at least three years from thedate of resolution of the grievance or complaint. All records must include the following:

- 1. The name and address of the grievant or complainant;
- 2. A description of the grievance or complaint;
- 3. The date the grievance or complaint was filed;
- 4. The disposition (final action);
- 5. The date of disposition of the grievance or complaint; and
- 6. Any other pertinent information.

To the maximum extent possible, the identity of any person who has furnished information relating to, or assisting in, an investigation of a possible violation of the WIOA shall be keptconfidential. The information may only be used

for purposes of:

- I. Record keeping and reporting;
- 2. Determining the extent to which an entity is operating its WIOA funded programs or activities in a nondiscriminatory manner; or
- 3. Other use authorized by the nondiscrimination and equal opportunity provisions of WIOA.

PROCESSING APPEALS OF AGENCY LEVEL GRIEVANCE AND COMPLAINTDECISIONS

The grievance and complaint review procedures for the agency level apply to alleged violations of their requirements of WIOA and/or provisions of a related agreement. These grievances or complaints may be submitted by participants and other interested parties affected by the local workforce development system, including American Job Centers, Center Partners, Service and/or Training Providers. AARWC will review:

- I. Appeals of decisions made at the local agency level during the grievance and complaint process;
- 2. Grievances or complaints alleging a violation of the requirements of the WIOA and/or provisions of a related agreement, filed by interested parties who have no recourse to the grievance and complaint procedure of a local agency, but who are affected by the WIOA programs offered through Virginia Career Works;
- 3. Grievances or complaints from eligible providers of training services who are denied equitable opportunities to provide training programs to WIOA participants, by an American Jobcenter or program operator, or otherwise adversely affected by the American Job Center or program operator.*

*Grievances or complaints from providers of training services who are denied eligibility by the AARWC, or who's eligibility is terminated or otherwise adversely affected by the AARWC must file their complaints with the Commonwealth of Virginia.

Filing an Appeal

Each appeal must be filed, in writing, within 10 business days of the date of which the Notice of Final Action is received and must contain the following information:

- 1. The name, address and phone number of the person filing the appeal;
- 2. The identity of the respondent (i.e. the individual or entity against whom the grievance or complaint is alleged);
- 3. A description of the allegation(s). This description must include enough detail to allow thereviewer to decide whether the allegation(s), if true, would violate any of the provision of WIOA;
- 4. Pertinent dates, including the date on which the grievance or complaint was filed at the local agency level, the date of the alleged occurrence for which the grievance or complaintwas filed and the date a written decision was issued (or should have been issued);
- 5. If applicable, copies of the provisions of the WIOA, the regulations, etc. which arebelieved to have been violated;
- 6. A statement disclosing other steps pursed at any level regarding the grievance or complaint in question;
- 7. A copy of the agency's Notice of Final Action, if such was rendered; and
- 8. The signature of the person filing the appeal.

NOTE: The appeal must be accompanied by all documentation submitted to the agency whenfiling the original complaint. Only information received by the agency during the initial investigation will be allowed as evidence in the appeal process.

Methods of Resolution/Disposition of Complaints

Upon receipt of the written request for appeal and all the pertinent information outlined above, the reviewer for the AARWC will provide the grievant, or complainant, and the respondent with written acknowledgement of the appeal. This correspondence will be sent within five (5) business days and include both, a summary of the allegations submitted and an offer to resolve the issue informally prior to rendering a decision based on the written records. Finally, the acknowledgment will include a notice that upon review of the documentary evidence presented, the reviewer will make his/her decision.

The reviewer may offer the opportunity to resolve the issue informally prior to rendering a decision based on the written records. If the parties decline this opportunity, the reviewer will accept, reject or modify the decision for the local agency based on a review of the evidence. The reviewer may also remand the grievance or complaint to the local agency for further investigation. In any case, the reviewer has a maximum of 30 calendar days to review the allegation(s) and offer a resolution.

Notice of Final Action

Once a decision is reached, a Notice of Final Action must be sent to the grievant or complainant and respondent. If an informal resolution was provided, the Notice of Final Action will summarize the resolution agreed upon. If no informal resolution was provided, the Notice of FinalAction will contain the following information:

- I. The reviewer's decision and the reason supporting the decision.
- 2. A notice that, if dissatisfied with the decision, the grievant or complainant may appeal to the Commonwealth of Virginia, within 10 days of the Notice of Final Action from the AARWC;
- 3. Notice that copies of appeals submitted to the Workforce Development Act Consultant, Virginia Community College System, 300 Arboretum Place, Richmond, VA 23236, must be sent to the reviewer at AARWC, 2100 Washington Blvd, 1st Floor, Arlington, VA 22204; and
- 4. A notice that the grievant or complainant may seek a remedy authorized under anotherFederal, State or local law.

Record Keeping Requirements

Records regarding grievances and complaints must be maintained for at least three years from thedated of final resolution. All records must include the following:

- I. The name and address of the grievant or complainant;
- 2. A description of the grievance or complaint;
- 3. The date the grievance or complaint was filed;
- 4. The disposition (final action);
- 5. The date of disposition of the grievance or complaint; and
- 6. Any other pertinent information.

To the maximum extent possible, the identity of any person who has furnished information relating to, or assisting in, an investigation of a possible violation of the WIOA shall be keptconfidential. The information may only be used for purposes of:

- I. Record keeping and reporting;
- 2. Determining the extent to which an entity is operating its WIOA funded programs or activities in a nondiscriminatory manner; or
- 3. Other use authorized by the nondiscrimination and equal opportunity provisions of WIOA.

Funding Transfer Request



ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL

August 25, 2021

Mr.George Taratsas WIOA Administrator Virginia Community College System Arboretum III 300 Arboretum Place, 3rd Fl-Ste 390 Richmond, VA 23236

RE: PY20 WIOA FUNDING TRANSFER REQUEST #2

Dear Mr. Taratsas:

Virginia Career Works Alexandria/Arlington requests the transfer of \$43,919.46 from PY20 WIOA Dislocated Worker funds to the PY20 WIOA Adult funds. This request will cover additional projected expenses in PY20. A WIOA Title I programmatic and financial analysis pertaining this request can be found in Attachment A.

Thank you in advance for your attention to this request. Should you have questions please contact David Remick at <u>dremick@arlingtonva.us</u> or 703.228.1412.

Sincerely,

Alberto Marino Chair

CC: David Remick

WIOA Title I Expenses for VCWAA					
	ADULT			DW	
	# Active Participants	Expenditures	# Active Participants	Expenditures	
PY 2017	71	\$ 306,214.00	31	\$ 233,870.00	
PY 2018	175	\$ 328,019.00	45	\$ 125,472.00	
PY 2019	146	\$ 286,368.27	32	\$ 153,864.73	
PY 2020	75	\$ 195,577.72	18	\$ 189,205.28	
WIOA ADULT PY 2020	Total	40% Training	Supportive Services	Staff/Operating	
Budget	\$ 195,577.72	\$ 78,231.09	\$ 0.00	\$ 117,346.63	
Projected Expenses	\$ 239,497.18	\$ 95,798.87	\$ 0.00	\$ 143,698.31	
Shortfall	(\$ 43,919.46)	(\$ 17,567.78)	\$ 0.00	(\$ 26,351.68)	
WIOA DW PY 2020	Total	40% Training	Supportive Services	Staff/Operating	
Budget	\$ 189,205.28	\$ 75,682.11	\$ 0.00	\$ 113,523.17	
Projected Expenses	\$ 145,285.82	\$ 58,114.33	\$ 0.00	\$ 87,171.49	
Surplus	\$ 43,919.46	\$ 17,567.78	\$ 0.00	\$ 26,351.68	
Trans	sfer Request Tota	l (DW to Adult):		\$ 43,919.46	

ATTACHMENT A

New Service & Program Information

USING "HIRING" OR "RETENTION" BONUSES TO ATTRACT YOUR FUTURE WORKFORCE?

WE WILL REIMBURSE THE COST OF THE BONUS THAT YOU ARE PAYING, UP TO \$500.

Virginia's "Return to Earn" grant program will reimburse bonuses made by eligible small businesses up to \$500 for new hires. Funds will only be reimbursed for new hires in positions that pay at least \$15 per hour and qualify as W-2 employment, either full- or part-time.

Only Virginia employers with fewer than 100 employees may qualify for funds. The employer must also be incorporated in Virginia.

To learn more and to apply, <u>https://tinyurl.com/chk8c2uv.</u>



ALEXANDRIA | ARLINGTON REGION



ALEXANDRIA | ARLINGTON REGION

What is Metrix Learning[®]?

As part of their SkillUp[®] City of Alexandria & Arlington County Program, the City of Alexandria & Arlington County have made some features of the Metrix Learning[®] System available to local employers. Metrix Learning[®] is a comprehensive platform that delivers assessments, online skill training, and cost-effective programs for 100+ industry-recognized certifications from anywhere with internet access, 24/7.

SkillUp® City of Alexandria & Arlington County for Employers - Free to businesses

- ✓ New hire training
- Candidate screening screen Metrix users based on subject matter scores and course interests.
- ✓ 900+ Kenexa Prove It assessments



Upgrade the Skills of Your Existing Staff - Discounted through Virginia Career Works Alexandria / Arlington Region

- ✓ \$40 per employee (12-month access) if purchased through the WDB
- ✓ Succession planning, promotion, backfill opportunities, and layoff prevention
- ✓ Certification training (additional charges for practice tests, virtual labs, and test vouchers)
- ✓ Customizable curriculum

Extensive Course Catalog

The online courses include audio, video, closed captioning, lectures, simulations, and quizzes and tests in interactive modules. Featuring **5**,000+ world-class courses from Skillsoft Corporation.

Topics include:

- Business Etiquette
- Critical Thinking
- Diversity
- Emotional Intelligence
- Finance

- ITLeadership
- Microsoft Office
- Project Management
- Sales

- Sexual Harassment
- Social Media
- Teamwork
- Time Management
- ...and many more!

Industry-Recognized Certifications

Metrix Learning offers flexible, online training for over 130 industry-recognized certifications. Topics include business (e.g. Project Management, Six-Sigma), desktop (e.g. Microsoft Office, QuickBooks), and IT (e.g. Cisco, Oracle, CompTIA, Amazon) certifications.

For further information, please contact the Virginia Career Works Alexandria / Arlington Region Business Engagement Team at **dremick@arlingtonva.us**.



ALEXANDRIA | ARLINGTON REGION

SkillUp[®] Alexandria/Arlington Register for Free Introductory Courses

BUILD YOUR SKILLS

Get free training to build your skills and prepare for your next job through the SkillUp[®] Alexandria/Arlington program supported by Metrix Learning. Start with FREE business and IT courses!

Course Topics:

- Computers
- Internet
- Microsoft Office
- Management
- Leadership
- Customer Service
- Math
- Finance
- ...and more!

SIGN UP TODAY!



network

- 1.) Go to: http://alexandriaarlington.skillupamerica.org/
- 2.) Click "JOBSEEKERS" \rightarrow "REGISTER FOR FREE"
- 3.) Fill out your information for instant access
- 4.) Take as many courses as you want for 180 days (6 months)

WHY E-LEARNING?

- Convenient Accessible 24/7 from any location with high speed internet access
- Flexible Matches your skill level and learning pace
- No cost No tuition or travel costs

For access to additional training and certification resources, please contact your local Virginia Career Works Center:

Alexandria - (703) 746-5990

Arlington - (703) 228-1400

Alexandria/Arlington Regional Workforce Council, Alexandria Workforce Development Center, and Arlington Employment Center are equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities. The license to this service was 100% funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration/Virginia Community College System to Arlington County Government.



LinkedIn Learning is now available at NO COST to City of Alexandria job seekers!

Unlock access to 10,000+ on-demand courses to help you learn more and achieve success.



Quality Content

Taught by experts in your field with 35+ new courses a week

Personalized Curation

Get course recommendations based on the most in-demand skills for your unique career interests



On Your Schedule

Available anytime, anywhere (download the app or from your computer)

Licenses are time-limited - start exploring courses on LinkedIn Learning for FREE today!

For more information on how you can obtain a LinkedIn Learning License, go to https://tinyurl.com/turyyzv8.









Alexandria Workforce Development Center is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities



LinkedIn Learning is now available at NO COST to Arlington County job seekers!

Unlock access to 10,000+ on-demand courses to help you learn more and achieve success.



Quality Content

Taught by experts in your field with 35+ new courses a week

Personalized Curation

Get course recommendations based on the most in-demand skills for your unique career interests



On Your Schedule

Available anytime, anywhere (download the app or from your computer)

Licenses are time-limited - start exploring courses on LinkedIn Learning for FREE today!

For more information on how you can obtain a LinkedIn Learning License, go to https://tinyurl.com/2zdve2tp.







Arlington Employment Center is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities

ALEXANDRIA | ARLINGTON REGION

End of Consent Agenda