



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
September 11, 2020
8:30 am to 9:30 am
Via MS Teams**

Welcome Message	<i>Alberto Marino</i>
Review September Meeting Agenda	<i>David Remick</i>
Review & Approve Consent Agenda Package	<i>David Remick</i>
Adjourn	<i>Alberto Marino</i>

UPCOMING MEETINGS

December 4, 2020

March 12, 2021

June 11, 2021

8:30 am to 9:30 am

Arlington County Department of Human Services
2100 Washington Blvd, AEC Conference Room
Arlington, VA 22204



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting
Agenda**

**September 24, 2020
8:30 am to 9:30 am**

Via MS Teams

Welcome Message	<i>Alberto Marino</i>
Executive Director's Report/Consent Agenda	<i>David Remick</i>
Regional Labor Market Update	<i>Alex Cooley</i>
Public Comment Period	<i>David Remick</i>
Adjourn	<i>Alberto Marino</i>

UPCOMING MEETING

December 17, 2020

March 25, 2021

June 24, 2021

8:30 am to 9:30 am

Arlington County Department of Human Services
2100 Washington Blvd, Lower Level Auditorium
Arlington, VA 22204



ALEXANDRIA/ARLINGTON
REGIONAL WORKFORCE COUNCIL

Consent Agenda Notes

- July 18, 2020 Meeting Minutes – Recommendation: Approval
- September 11, 2020 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- Change to Confidentiality Policy and the addition of a Business Services Policy: Change and addition at the request of the State WIOA Administrator. These policies have been approved by the State WIOA Auditing Staff. – Recommendation: Approval
- Addition to Eligible Training Provider List: Linxerve and Health Communications Inc. have submitted their applications to add their various certification programs to the Eligible Training Provider List. Their applications are complete and both provided evidence that basic professionalism skills are incorporated into their curricula. – Recommendation: Approval
- PY20-21 WIOA Performance Goals Negotiations: The WIOA State Administrator presented the Alexandria/Arlington Region with a set of WIOA Performance Goals for the region to follow over the next two program years. Due to the layoffs caused by the COVID-19 Emergency, the Council's Executive Director is requesting to negotiate the "Median Earnings 2nd Quarter After Exit" goal as he feels that, based on past and current performance trends, was set to aggressively. – FYI
- PY20-21 Regional Workforce Council Membership Roster – FYI
- PY20 Re-certification of WIOA Eligible Training Providers: WIOA Eligible Training Providers must re-certify their programs annually to receive WIOA funding. Six training providers have submitted their re-certification forms and each passed State WIOA guidelines to remain on the Training Provider List. Please note, GMU's recertification forms are under a separate file.- Recommendation: Approval

Consent Agenda Begins



ALEXANDRIA | ARLINGTON REGION

**Alexandria/Arlington Regional Workforce Council
Quarterly Meeting Minutes
July 18, 2020
8:30 am to 9:30 am
Virtual Meeting via MS Teams**

Attendance: Kate Bates, Lisa Bauer, Joel Bernstein, Stephanie Briggs, Karen Brown, Dottie Brown, Stacey Butler, Alex Cooley, Dennis Desmond, Ellen Harpel, Tricia Jacobs, Elizabeth Jones, Alberto Marino, Kris Martini, Christine McCurdy, Erik Pages, Andrea Rubino, Ryan Touhill, Darren Tully, Ricardo Wright

Absent: Eduardo Achach, Patrick Brennan, John Gallagher, Lesa Gilbert, Daniel Gomez, Nate Mauer, Cynthia Richmond, Brian Stout, Chastity Thornton, Fernando Torrez, Landon Winkelvoss

Staff: Alamelu Dev, Daniel Mekibib, David Remick

Meeting commenced at 8:30 am.

PRESENTATIONS

- The June 18, 2020 Consent Agenda was unanimously approved.
- Alex Cooley presented an update to the region's labor market status.
- Several members and guests presented their updates.

The meeting adjourned at 9:20 a.m.

NEXT MEETING

September 24, 2020

8:30 am to 9:30 am

Arlington County Department of Human Services
2100 Washington Blvd, Lower Level Auditorium
Arlington, VA 22204

September 11, 2020 Executive Committee Meeting Minutes

Will be included prior to RWC Meeting

One-Stop Operator Quarterly Report

Will be included prior to RWC Meeting

Change to Confidentiality Policy and the addition of a Business Services Policy



Local Policies for WIOA-Funded Programs
(Revised ~~June 18~~September 24, 2020)

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WIOA Adult, Dislocated Worker, and Youth Programs in Alexandria City and Arlington County are funded by a grant awarded by the Virginia Community College System through funds awarded by the U.S. Department of Labor's Employment and Training Administration. All WIOA Title I staff are to follow the policies listed within this document, along with the policies issued by their respective local government employers.

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SUNSHINE POLICY

REFERENCE

- Virginia Freedom of Information Act

POLICY

The Alexandria/Arlington Regional Workforce Council shall make available to the public, on a regular basis, through open meetings, information regarding the activities of the Alexandria/Arlington Regional Workforce Council including information regarding the local plan prior to submission of the plan and regarding membership, the designation and certification of workforce center operators consistent with the State plan and the award of grants or contracts to eligible providers of youth activities and upon request, minutes of formal meetings of the Alexandria/Arlington Regional Workforce Council.

To ensure compliance with the Sunshine Provisions, the Alexandria/Arlington Regional Workforce Council shall take measures to ensure that:

- All meetings will be open to the public.
- All meetings will be held in an accessible location for the disabled and that all information is provided in accessible and alternate formats upon request.
- The date, time and location of the first regular meeting of each program year shall be published on the Alexandria/Arlington Regional Workforce Council website no less than thirty days prior to the meeting. All subsequent meetings of the calendar year shall be posted to the Alexandria/Arlington Regional Workforce Council website as meeting locations are secured.
- Public notice will be given at least 72 hours in advance of any special meeting or rescheduled regular meeting, except when a meeting is called to deal with a real or potential emergency involving a clear and present danger to life or property.
- Votes of local Board members will be publicly cast and roll call votes will be recorded and kept in the official Board Minutes book.
- Written minutes of all meetings will be kept in the Alexandria/Arlington Regional Workforce Council administrative office, and shall include the date, time and place of the meeting, members present, substance of all official actions, a record of roll call votes and the names of any citizens who appeared and gave testimony.
- Executive Committee meetings may be held as closed sessions according to the provisions of the Virginia Freedom of Information Act. An Executive Committee meeting may be held during or after an open meeting or may be announced for a future time. If an Executive Committee meeting is not announced for a specific time, Alexandria/Arlington Regional Workforce Council members must be notified 24 hours in advance of the date, time, location and purpose of the executive session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session. Official action on any matter discussed at an Executive Committee meeting must be taken at an open meeting.

EQUAL OPPORTUNITY/NONDISCRIMINATION/GENERAL GRIEVANCE 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
dremick@arlingtonva.us

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 this policy, unless specified otherwise.

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,

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- 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 on-site 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

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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 pre-determination 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;

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- 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.

CONFIDENTIALITY ~~POLICY~~ & GUIDANCE ON THE HANDLING AND PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII) POLICY

REFERENCES:

- Privacy Protection Act of 1980
- VIRGINIA WORKFORCE LETTER (VWL) No. 19-05
- Training and Employment Guidance Letter No. 39-11; Subject: Guidance on the Handling and Protection of Personally Identifiable Information (PII); Date June 28, 2012
- 2 CFR §200.79 Personally Identifiable Information
- 2 CFR §200.82 Protected Personally Identifiable Information
- Code of Virginia §2.2-3803. Administration of system including personal information: Internet privacy policy; exceptions
- Code of Virginia § 18.2-186.6. Breach of Personal information notification

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DEFINITIONS:

- Personally Identifiable Information (PII): The Office of Management and Budget (OMB) has defined PII as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.
- Sensitive Information: Any classified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or conduct of Federal programs, or the privacy to which individuals are entitled to under the Privacy Act.
- Protected PII and Non-sensitive PII: The Department of Labor has defined two types of PII, protected PII and non-sensitive PII. The differences between protected PII and non-sensitive PII are primarily based on an analysis of the "risk of harm" that could result from the release of the PII.
 - Protected PI is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to Social Security Number (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information and computer passwords.
 - Non-sensitive PI, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not likely or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general education credentials, gender or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.
 - To illustrate the connection between non-sensitive PII and protected PII, the disclosure of a name, business e-mail address or business address most likely will not result in a high degree of harm to an individual. However, a name linked to a Social Security Number, a date of birth, and mother's maiden name could result in identity theft. This demonstrates why protecting the information of our program participants is so important.
- Wi-Fi - a facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area.

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POLICY:

Confidentiality Policy

The Alexandria/Arlington Regional Workforce Council is committed to protecting the confidentiality of all customers. Written releases of information are required from a WIOA customer before their information can be shared.

All WIOA customers are advised of this policy. All WIOA Staff are required to sign a confidentiality pledge which specifies that the individual is aware of the priority the Council places on confidentiality and the customer's right to privacy. When LWDA 12 collects data to be used in continuous quality improvement efforts or in an effort to seek customer feedback regarding the satisfaction with LWDA 12 services, these statistics are not collected individually. Only group results can be reported. No one customer's results can be shared that links a person's name with their satisfaction survey. This same policy holds true for collection of market opinion surveys, panel or focus group findings and research of satisfaction among other customer groups. Violations of confidentiality are subject to penalty of law under the Privacy Protection Act.

Release of Information Forms will remain in effect from the date of signature for 5 years allowing for the training period and follow up to occur and then may be revoked in writing at any time after that four-year period by the customer. The customer will be advised of this policy at the time of the signing of the release form. If the customer objects LWDA 12 staff may allow an adjustment in the time frame if needed. If the customer refuses to sign the release of information, WIOA services may be discontinued.

Guidance on the Handling and Protection of Personally Identifiable Information (PII)

Federal law, Office of Management and Budget (OMB) directives, DOL Employment and Training Administration (ETA) policies, and the Code of Virginia require that PII and other sensitive information be protected. ETA has examined the ways its grantees, as stewards of federal funds, handle PII and sensitive information and has determined that to ensure compliance with federal law and regulations grantees must secure the transmission of PII and sensitive data developed, obtained, or otherwise associated with ETA funded grants.

In addition to the requirement above, Alexandria/Arlington WIOA Title I funding must comply with all of the following:

- To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc. must be encrypted. Any transmitted participant information should not include Social Security Numbers (SSNs) or Date of Birth (DOB). Transmitted information concerning a participant should include only State ID, Username or User ID from the Virginia Workforce Connection (VaWC) or last name only when provided as part of a data correction or related VaWC transaction. If the action is related to performance and/or reporting, the State ID, User ID or Username should be the only identifier used in communications with appropriate VCCS staff. Grantee/subgrantees must not provide sensitive PII to an entity, including ETA or contractors.
- All local programs supported by WIOA Title I funds must take the steps necessary to ensure the privacy of all PII obtained from participants and other individuals and to protect such information from unauthorized disclosure.
- Local programs funded by WIOA Title I shall ensure that any PII used during the performance of their grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.
- Local programs funded by WIOA Title I are required to ensure that all PII data obtained through their ETA grant shall be stored in an area that is physically safe from access by unauthorized persons at all times, and the data will be processed using grantee/subgrantee issued equipment, and managed information technology (IT) services. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations (e.g., employee's home), and

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non-grantee managed IT services (e.g., Yahoo mail), is prohibited. It is highly recommended that a Virtual Private Network (VPN) is utilized when accessing PII in an offsite location.

- For programs funded by WIOA Title I, employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised in writing of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state law.
- Local programs financially supported by WIOA Title I must not extract information from WIOA (ETA) funded programs for any purpose not stated in the grant agreement, contract, and/or memorandum of understanding (MOU).
- Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient and programs funded by WIOA Title I that need it in their official capacity to perform duties in connection with the scope of work in the grant agreement, contract, or MOU.
- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted and properly secured.
- Local programs funded by WIOA should not access VaWC using public Wi-Fi unless they are using a VPN because of the potential for data breaches.

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Failure to comply with these requirements, or any improper use or disclosure of PII for an unauthorized purpose, may result disciplinary action and/or in the termination or suspension of the Local WIOA grant, contract or memorandum of understanding.

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In the event that local WIOA staff suspects, discovers, or is notified of a data security incident or potential breach of security relating to personal information, the staff person is to contact the Alexandria/Arlington Regional Workforce Council Executive Director within twenty-four (24) hours from the incident. The notification shall include the following:

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- Approximate date of the incident;
- Description of cause of the security event and how it was discovered;
- Number of individuals affected and the type of PII involved;
- Steps taken/to be taken to remedy the event.

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WIOA SELF-SUFFICIENCY POLICY

REFERENCES:

- <https://www.doleta.gov/lisil/HHS%202020%20Poverty%20Levels.pdf>
- <https://www.dol.gov/agencies/eta/lisil>

DEFINITION OF SELF-SUFFICIENCY:

The term "low income individual" as an individual who:

- Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008, the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act, or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;
- Is in a family with total family income that **does not exceed the higher** of the poverty line **or** 70 percent of the lower living standard income level;
- Is a homeless individual;
- Receives or is eligible to receive a free or reduced-price lunch under the Russell National School Lunch Act;
- Is a foster child on behalf of whom State or local government payments are made; or
- Is an individual with a disability whose own income meets this policy's income requirement, but who is a member of a family whose income does not meet this policy's requirement.

Any individual who is considered to be "low income", as defined above, is eligible to receive WIOA funded training services in Local Workforce Development Area 12.

GUIDANCE:

The following guidelines are to be used in determining low-income eligibility. Poverty Guidelines are to be used for the "poverty line." The 70% Lower Living Standard Income Level appropriate to the applicant's place of residence should be used to determine eligibility, where appropriate. The 100% of the Lower Level Standard Income Levels are to be applied when determining whether employment leads to self-sufficiency under WIOA Title I programs. The 100% and 150% levels are not to be used to determine "low income" eligibility.

HHS POVERTY GUIDELINES FOR 2020

Metropolitan Statistical Areas (MSAs)	Family Size							
	1	2	3	4	5	6	7	8
48 Contiguous US States and DC	12,760	17,240	21,720	26,200	30,680	35,160	39,640	44,120

2020 150% LOWER LIVING STANDARD INCOME LEVEL CHART

Metropolitan Statistical Areas (MSAs)	Family Size					
	1	2	3	4	5	6
Washington-Baltimore, DC/MD/VA/WV	26,066	42,717	58,633	72,374	85,418	99,896

2020 100% LOWER LIVING STANDARD INCOME LEVEL CHART

	Family Size
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Metropolitan Statistical Areas (MSAs)	1	2	3	4	5	6
Washington-Baltimore, DC/MD/VA/WV	17,377	28,478	39,089	48,250	56,946	66,597

2020 70% LOWER LIVING STANDARD INCOME LEVEL CHART

Metropolitan Statistical Areas (MSAs)	Family Size					
	1	2	3	4	5	6
Washington-Baltimore, DC/MD/VA/WV	(12,164)	19,934	27,362	33,775	39,862	46,618

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PRIORITY OF SERVICE POLICY

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) Title I
- Training and Employment Guidance Letter WIOA NO. 3-15
- Virginia Workforce Letter No. 18-04 & Attachment A

POLICY:

The purpose of career and training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This policy is intended to define and establish parameters for the priority of service with WIOA Title I Adult funds.

Priority

Priority for career and training services funded with WIOA Title I Adult funds shall be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient, as well as any covered person under the Veterans' priority, in the local area. Thus, the following sequence of services priority will apply:

- First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Title I Adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA Title I Adult formula funds.
- Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Title I Adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth, to non-covered persons who reside in Alexandria City or Arlington County, who are outside the groups given priority under the WIOA Title I Adult program, with total family income that does not exceed 150 percent of the lower living standard income level.
- Fifth, to non-covered persons who are outside the groups given priority under the WIOA Title I Adult program.

Total WIOA Title I Adult formula fund program year spending for the combined fourth and fifth groups must not exceed 49% of the total program year allocation of the Alexandria/Arlington region's WIOA Title I Adult formula funds.

The term "covered person" includes anyone who is a Veteran. The term "covered person" also includes spouses of Veterans that fall into the following categories:

- Any veteran who died of a service-connected disability;
- Any member of the armed forces on active duty who, at the time of the spouse's application, is listed in one or more of the following categories and has been so listed for more than 90 days:
- Missing in action;
- Captured in the line of duty by a hostile force; or
- Forcible detained or interned in the line of duty by a foreign government or power.
- Any Veteran who has a total disability resulting from a service-connected disability; or
- Any Veteran who while a disability so evaluated was in existence.

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Note: When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.

The term “basic skills deficient” means that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY

REFERENCE:

- Workforce Innovation and Opportunity Act (WIOA) Title I

POLICY:

- Customer Choice: Under the Workforce Innovation and Opportunity Act of 2014 (WIOA), the customer can choose the program and provider for the occupational skills training that meets the goals of their individual development plan. In order to use WIOA funds for training, the customer must choose a training program that has been certified by a Local Workforce Development Board in Virginia. The complete list can be found at <https://www.vawc.virginia.gov/>. Customer Choice must be made in writing by using the “Customer Choice in Training” Form.
- Eligibility. All recipients of training funds must be eligible based upon criteria established under WIOA. WIOA requires the coordination of training costs with funds available under other grant assistance. WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources, including PELL Grants, to pay the costs of their training or require assistance beyond that available under grant assistance from other sources, including PELL Grants, to pay the costs of such training. WIOA prescribes “braided funding” as a strategy to support job seekers’ training and placement needs. As such, every effort should be placed on co-enrolling the WIOA participant into other publicly-funded workforce training programs available through the One-Stop Center.
- Occupational Areas of Training. The training provided through ITAs is for the sole purpose of facilitating transition into the workforce. All training will be for occupations in demand in the labor market and determined to be of priority by the Alexandria/Arlington Regional Workforce Council (<http://workforcecouncil.arlingtonva.us/data/>).
- Training Selection. Training will be provided for priority occupations only as determined by the Council by an institution or organization certified as meeting the criteria and having completed the procedures outlined in the Council’s Eligible Training Providers Policy. The Alexandria/Arlington Regional Workforce Council prefers that recipients of WIOA funds participate in courses/programs that incorporate basic professional skills into their training curriculum.
- Length of Training. The purpose of training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. Training length will vary according to the type of training and the requirements outlined in the vendor agreement. Training, cannot exceed more than 24 calendar months and should lead to an industry-recognized certification and employment that earns a sustainable wage. Participants whose individual training plan includes training lasting more than 24 months must request a waiver from the Council Executive Director PRIOR to beginning the training. Participants whose training was planned for less than 24 months but who require additional time to complete the program of study must request a waiver.
- Repeat Training. The Council will NOT provide funding for courses/programs previously funded but not successfully completed.
- Cost Limitation. The Council limits training and certification cost to no more than \$3,500 per participant within a 12-month period, except as approved by the Council Executive Director prior to the expenditure of funds (see WAIVERS below). Funding of training, certification, and supportive services payments may not exceed a total of \$3,500 in a 12-month period.
- Administration. All requests for ITA funding must be supported in the participant’s individual employment plan.

WAIVERS:

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The Council's Executive Director may approve exceptions to the cost limit based on the following:

- Up to \$8,000 maximum limit for hospitality training and certification;
- Up to \$9,500 maximum limit for computer & information systems training and certification;
- Up to \$9,500 maximum limit for healthcare training and certification;
- Up to \$9,000 maximum limit for manufacturing & processing training and certification.

The necessity for waiver must be sufficiently justified and documented in order for a waiver to be approved. Please note, the eligible training provider who receives over \$3,500 of WIOA funds to serve a WIOA participant will need to include certification testing and placement into employment as part of their training cost.

Customer Choice in Training Form

Notice to WIOA Clients:

Under the Workforce Innovation and Opportunity Act of 2014 (WIOA), you can choose the program and provider for the occupational training you need to meet the goals in your individual plan. In order to use WIOA funds for training, you must choose a training program that has been certified by a Local Workforce Development Board in Virginia. The complete list can be found at <https://www.vawc.virginia.gov/>.

Your case manager will present you with a listing of and information about certified training providers in the Commonwealth of Virginia. Most providers have submitted information showing the success rate their students have reached in completing the program, obtaining a certificate (if needed for that occupation) and getting a job. You can choose the training provider that you feel best meets your needs. Please note, should you select a training program that exceeds the local Individual Training Account funding limit, you will assume the responsibility for paying the difference in cost. Questions pertaining to this form can be emailed to dremick@arlingtonva.us.

As a customer of the WIOA program, I have chosen this training program for my occupational skills training. This was my choice, based on my needs and preferences and the information provided about available providers by my case manager.

Training Provider Chosen

Training Program Chosen

Printed Name of WIOA Participant

Signature of WIOA Participant Date

As a case manager for the WIOA program, I certify that the customer has chosen this training program and provider, based on their own needs and preferences and the information I presented about available providers.

Printed Name of Case Manager

WIOA Service Provider

Signature of Case Manager

Date

ELIGIBLE TRAINING PROVIDER LIST POLICY

REFERENCES

- US DOL Training Employment and Guidance Letter (TEGL) 41-14
- VBWD Policy 404-01
- VWL No. 16-06, Change I

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) emphasizes informed customer choice, performance accountability, and continuous improvement. At the same time, WIOA is not an entitlement. One of the primary means that WIOA employs to achieve these goals is through the quality and effectiveness of the providers of occupational training in the region and across the Commonwealth of Virginia.

The Virginia Community College System (VCCS) is required to develop and operate a state Eligible Training Provider List (ETPL) in partnership with local workforce development boards. The Alexandria/Arlington Regional Workforce Council will issue the state ETPL Application Form for use by interested regional training providers to apply for submission onto the ETPL for a one-year period. The Council will also issue a re-certification form for use by existing training providers so that they may apply for consideration to remain on the ETPL for an additional year.

The ETPL must be used to issue WIOA Individual Training Accounts (ITA) for the training of Adults, Dislocated Workers, and Youth when a determination has been made that training is needed to meet the employment and earnings goal established in the Individual Service Plan of a WIOA enrollee. The enrollee can compare the offerings on the ETPL and, with the approval of WIOA staff, select the best training program for their individual needs.

POLICY

1. To become eligible for inclusion into the ETPL, the provider must submit a completed ETPL Application Form along with the required information as outlined in VBWD Policy 404-01 and VWL No. 16-06, Change I. Failure to provide all required information can result in ineligibility for inclusion in the ETPL.
2. The provider must also submit evidence that basic professional skills, also known as “soft skills” are incorporated into their training program(s) during the initial and re-certification phases. Examples of evidence includes training curriculum outline, course instruction manuals, marketing materials, etc. Providers who do not show evidence to support this requirement will not be considered for inclusion into the ETPL.
3. To remain eligible for the ETPL, the provider must submit the Re-Certification Form along with all required information as outlined in VBWD Policy 404-01 and VWL No. 16-06, Change I. Failure to provide all required information can result in ineligibility for inclusion in the ETPL.
4. For providers who have received WIOA funding during their ETPL inclusionary period, on the Re-Certification Form they must report on their WIOA customers’ and their total customers’:
 - a. Training Completion Rate
 - b. Credential Attainment Rate
 - c. Entered Employment Rate
 - d. Post Training Earnings

For providers who did not receive WIOA funding during their ETPL inclusionary period, they are only required to report on their total customers’ rates. The Council will use the

benchmarks listed in VWL No. 16-06, Change I to measure both WIOA customer and total customer performance.

5. The Council determines if the provider's information meets state and local criteria and votes to approve the provider for inclusion on the ETPL. Application may be submitted at any time, but will only be voted for inclusion in the ETPL at quarterly Council meetings. Training Provider Applications must be submitted per "program of training services".
6. In the event that a WIOA customer requests the use of a pending-provider's services prior to the next Council meeting where their inclusion on the ETPL can be voted on, the Council's Executive Director may approve the provider for temporary inclusion onto the ETPL as long as the provider meets all eligibility requirements. The temporary inclusion period will be from the time services are procured to the date of the next Council meeting. The Executive Director must provide rationale for providing temporary inclusion status during the next Council meeting.
7. Council will add the training provider's information onto the ETPL within 5 business days.
8. Should the Council deny an application, staff will:
 - a. Send training provider notice within 5 business days after denial is obtained. The notice will identify the specific program(s) being denied and the reason(s) for denial. The notice shall also advise the applicant of its right to appeal the Council's decision.
 - b. Within 90 calendar days of receipt of the request for reconsideration, the Council shall review the request and issue a written decision that either upholds or reverses the original decision.
 - c. If the Council reverses its initial decision to deny the application, Council staff will send training provider notice within 5 business days after approval is obtained. The Council will then post the program of training service on the ETPL.
 - d. If the Council affirms its original decision, the provider shall have the option of filing an appeal with VCCS. In cases involving the denial of an initial certification or re-certification, the burden shall be upon the training provider to prove, by a preponderance of the evidence, that the certification should have been granted. In cases involving decertification of a training provider for intentionally supplying inaccurate information or for substantially violating any requirements under WIOA, the burden shall be upon the Council to provide, by a preponderance of the evidence, that the decision to decertify was appropriate.
9. Exceptions to the ITA and the ETPL requirements: A Customized Training Contract for services may be used instead of ITA's only when:
 - Pre-approval has been granted in writing by the Council's Executive Director.
 - Used to pay for group training, in lieu of individual training accounts, when the training is otherwise approvable under federal and state law and policy, and only if the individual's rights for consumer choice are not superseded.
 - When a lack of training capacity limits customer choice and customers are not able to enroll in training of their choice on a timely basis or are otherwise required to choose another training program. This could occur because there are an insufficient number of Eligible Training Providers on the ETPL.
 - When it is efficient to contract with an effective local community-based organization or other private organization training program to do the training.
 - When it would facilitate the training of multiple individuals in high-demand occupations.

Customized Training Contracts must:

- Be competitively bid in accordance with applicable federal, state, and local laws, rules, and policies.

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- Directly link to an in-demand industry sector or occupation, or a sector with high potential for sustained demand or growth, either locally or where participants are willing to relocate.

To qualify for any of the exceptions listed above, the provider must submit a waiver request form to the Council's Executive Director.

**RWC ELIGIBLE TRAINING PROVIDER LIST
WAIVER REQUEST**

TRAINING PROVIDER/PROGRAM INFORMATION

Name of Training Provider:		
Provider Address:		
City:	State:	ZIP Code:
Title of Training Program:		
Industry recognized credential/certification received:		
<input type="checkbox"/> Please provide proof of financial stability (attach to waiver request) <input type="checkbox"/> Please provide proof that provider is licensed to operate in Virginia (attach to waiver request) <input type="checkbox"/> Please provide proof that the provider is authorized to award an industry recognized certification or credential (attach to waiver request)		
Program Completion Rate (Past 3 Yrs.):	Certification Attainment Rate (Past 3 Yrs.):	Job Placement Rate (Past 3 Yrs.):
Description of how the training program relates to the workforce development needs of RWC's Regional Talent Development Plan:		
Justification for the Waiver Request:		
I hereby make the following assurances as part of this request: <ul style="list-style-type: none"> The provider has experience supporting the training and employment needs of individuals with substantial language or cultural barriers. Completion of the training program results in the awarding of industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements. The training program is identified as a demand occupation in RWC's local plans and has a history of serving clients with barriers to employment. 		
Signature:	Date:	
Submit Waiver Request to: dremick@arlingtonva.us		
RWC USE		
Authorized Signature:	Date:	

SUPPORTIVE SERVICES/NEEDS RELATED PAYMENTS POLICY

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) Title I
- Training and Employment Guidance Letter WIOA NO. 3-15
- Virginia Workforce Letter 14-17 - Minimum Training Expenditure Requirement

DEFINITIONS:

- Needs-related Payments (NRPs) - Financial assistance provided to enable individuals to participate in training and one of the supportive services authorized by WIOA.
- Public Assistance - Federal, state, or local government cash payments for which eligibility is determined by a needs or income test.
- Supportive Services - Services such as transportation, child care, dependent care, housing, and NRPs necessary to enable individuals to participate in activities authorized under WIOA Title I. Aside from NRPs, supportive services are usually provided through a voucher system (e.g., transportation or food) or payments made directly to vendors (i.e., clothes, rent, or utilities).

POLICY:

Program staff responsible for approving supportive services shall adhere to the guidance and procedures as set forth in this policy.

Eligibility Requirements

a. Adults must:

- Be unemployed;
- Not qualify for (or have ceased to qualify for) unemployment insurance; and
- Be enrolled in a program of training services under WIOA Title I.

b. Dislocated Workers must:

- Be unemployed;
- Have ceased to qualify for unemployment insurance or Trade Readjustment Allowances (TRA) under TAA;
- Be enrolled in a program of training services under WIOA Title I, by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker; or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed six months; or
- Be unemployed and not qualified for unemployment insurance compensation or TRA.

Documentation Requirements

- A copy of a UI entitlement decision or confirmation of UI benefits being exhausted, if applicable;
- Evidence of participation in training, such as a copy of ITA or attendance records for each period of training (quarter, semester, class, etc.);
- All eligibility determinations.

Administration and Approval of Supportive Services

- All supportive services are administered through the One-Stop Center staff.
- Supportive services must be approved by a WIOA program supervisor and reviewed by the fiscal unit before they are received.

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- WIOA staff may only approve funds for the types of supportive services and amounts described in this policy. The WIOA managers and fiscal unit must approve all requests for services or costs that exceed the limits of this policy.
- All supportive services are contingent upon the customer's satisfactory performance while participating in and completing WIOA intensive or training activities as well as upon available funding. To maintain satisfactory performance, an in school youth customer who is in training must maintain good attendance and grades (a minimum grade point average of 2.0 or satisfactory progress), and be in compliance with the other program requirements. For a customer who is participating in intensive activities, he/she must be in compliance with program requirements, including active participation and bi-monthly contact with a case manager. The WIOA Program Managers may exercise authority to establish limits on amounts of funding and length of time funding is available to the participant.

Procurement and Payment Process

1. Program staff shall comply with local jurisdictional policies for procuring goods/services and for fiscal procedures. These policies address the competitive bid process, exceptions for sole source procurement and required forms.
2. All supportive service purchases must be made directly from a local jurisdiction authorized vendor. After services have been completed and invoices have been received, payment will be made directly to the vendor. In the event of a client being reimbursed, detailed receipts must be submitted.

Referrals

- WIOA program staff must seek services from other community resources as appropriate, prior to authorizing supportive services under WIOA. Referrals and follow-up will be made for other agencies or resources for assistance. Documentation of referrals indicating agencies/ resources providing services as well as denials will be included in customers' case files.

Allowable Supportive Services

- The range of supportive services available to WIOA customers - child care, transportation, dependent care, housing, and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eye glasses and protective eye wear. Supportive services are available to WIOA customers while they are participating in and completing individualized career services or training activities. The following items outline the supportive services:
 1. Child Care
Customers who may be eligible for child care services should be referred as appropriate to the local Child Care Assistance Programs for all childcare needs. Customers not qualified for local social service programs may be provided supportive services under WIOA Title I.
 2. Transportation
Authorization for transportation assistance may be extended after employment is obtained for up to one month. Requests for other types of transportation assistance must be approved by the WIOA Program Manager and fiscal unit. Situations beyond the time limit will be reviewed and granted on a case-by-case basis by the WIOA Program Manager.
 3. Gas Assistance
Customers who drive may be provided with mileage reimbursement at the rate set by the local jurisdiction.

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4. **Eye Care and Workplace/Training Accessibility Assistance**
Program staff may refer customers to an approved vendor for an eye examination and a pair of eyeglasses. Eyeglasses and examination expense cannot exceed \$200.00. Staff may also request approval by the WIOA Program Manager for supportive services to assist customers with workplace/training accessibility issues which cannot be provided by other sources.
5. **Work/Training Clothes**
Financial assistance will be limited to an amount not to exceed \$200.00 per customer for these items. The items must be for a work or training related activity. Uniforms or work boots are an example.
6. **Minor Tools or Supplies**
If the tools or supplies are needed to become employed, staff may provide financial assistance up to \$200.00. Customers must be enrolled in a work related activity or have a specific verifiable job offer.
7. **Financial Crisis Assistance**
Requests for emergency assistance for counseling, housing assistance, meals or other basic needs unable to be provided by other community resources and which are required to help an individual stay in training or to be able to successfully complete program participation must be well documented and must be approved by the WIOA Program Manager.

Needs Related Payments

Please note that the One-Stop Centers serving the City of Alexandria and Arlington County operate within their respective jurisdiction's Human Services Departments. Both Departments offer customers access to a myriad of supportive services and financial assistance. As a result, Needs Related Payments will not be offered through WIOA in LWDA 12.

5% WIOA YOUTH POLICY

REFERENCES:

- Virginia Workforce Letter #15-02

POLICY:

Not more than 5% of participants assisted under the youth program in LWDA 12 may be individuals who do not meet the low-income criteria to be considered eligible youth. Additionally, not more than 5% of participants assisted in the in-school youth program in LWDA 12 may be determined eligible under the barrier "An individual who requires additional assistance to complete an educational program or to secure or hold employment".

For a WIOA youth participant to be considered under the 5% Rule, the WIOA Youth Service Provider must make a formal written request via email to the Council Executive Director and receive written approval prior to the youth being registered in WIOA to receive program services. The written request must contain the following information:

- Specific information about the applicant including; family size, income and barrier(s) as well as other characteristics that necessitate WIOA intervention.
- The request should also include a comprehensive plan listing the strategies and youth elements the career advisor will utilize to assist the youth in addressing the barrier(s).
- The request must also include the current number and percentage of non-low-income youth enrollments on the WIOA Youth Services provider's case load. This total includes all participants served during the current program year.

The Council Executive Director will respond within 5 days to all requests. The written determination from the Council must be maintained with all other eligibility and assessment documents in the individual's file. Enrollment is not permitted until receipt of approval from the Council Executive Director.

DISLOCATED WORKER ELIGIBILITY POLICY

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Title I

DEFINITIONS

- “Occupation” means the type of work in which the person was primarily engaged.
- “Industry” means any field of business or trade.

PURPOSE

To establish a definition for “Unlikely to Return to Previous Occupation or Industry” when determining the eligibility of dislocated workers in Local Workforce Development Area 12.

POLICY

“Unlikely to Return to Previous Occupation or Industry” shall be defined as:

- Possessing skills obtained during the most recent employment or the predominant employment during the most recent two-year period that are no longer in demand or are obsolete; or
- The individual has exhausted her/his unemployment compensation benefits and has been unable to find a job in her/his previous industry or occupation; or
- The individual has been long term unemployed (12 Weeks of the Last 20 months) and has been unable to find a job in her/his previous industry or occupation; or
- The individual has been assessed by the case manager as being unable to find employment in her/his previous industry or occupation or to find employment at a compensation level comparable to her/his previous occupation; or
- The case manager has determined that the individual needs additional assistance in order to retain employment leading to self-sufficiency; or
- An existing or projected local, state, or federal government agency or related industry association labor market data report indicates that the number of job openings related to the displaced worker’s previous industry and occupation, including the predominant employment of the previous two years, are limited or do not exist.

A displaced worker is deemed eligible for WIOA Dislocated Worker services in Local Workforce Development Area 12 if he/she meets at least one of the conditions listed above.

Each WIOA Case Manager may exercise professional discretion in applying these criteria based on the research and the evaluation of the existing or projected labor market data report. In all cases, the WIOA Case Manager must include in the displaced worker’s eligibility record a completed “Unlikely to Return to Previous Industry/Occupation Analysis” Form that is used to provide an articulated rationale for making the eligibility determination using these criteria based on the research and the evaluation of the existing or projected labor market data report. Such determinations shall be reviewed during monitoring of the WIOA participant records.

Unlikely to Return to Previous Industry/Occupation Analysis

(Please attach LMI for previous industry/occupation or UI as applicable)

Participant Name	Date
Previous Occupation:	Previous Industry:
Employer:	
SECTION A	
Unlikely to Return Justification <i>(please check)</i> <input type="checkbox"/> LMI Data <i>(complete SECTION B below)</i> <input type="checkbox"/> Declining LMI <input type="checkbox"/> NOT Declining LMI OR <input type="checkbox"/> Receipt of UI benefits showing duration of receipt of UI for at least 12 of the previous 26 weeks	
SECTION B	
If LMI does not show declining industry or occupation, list reason for Jobseeker to be unlikely to return to previous industry or occupation. <i>(please check all that apply and provide detailed explanation in the participant's case notes).</i> <div style="margin-left: 20px;"> <input type="checkbox"/> Qualifications for industry/occupation changed and jobseeker is no longer qualified. <input type="checkbox"/> Obsolete individual skills in demand occupation which makes the individual non-competitive. <input type="checkbox"/> Finding employment in current occupation will require skills upgrading. <input type="checkbox"/> Jobseeker became disabled and cannot perform in previous occupation or industry. <input type="checkbox"/> Industry was represented by only one employer within a _____ mile radius and is now out of business. <input type="checkbox"/> Excess number of workers with similar skill sets and experience seeking limited employment opportunities in the region within a _____ mile radius. <input type="checkbox"/> Other: (please specify) </div>	
Indicate proposed Career or Training Services to be provided:	
Justification for provision of Career or Training Services (indicate benefits):	
Ability of participant to benefit from planned training:	
SECTION C	
I have evaluated the status of the above job seeker and have determined that based on the interview, findings, documentation and industry information, this jobseeker is unlikely to return to previous industry or occupation. Prepared and evaluated by: _____ Date: _____	

YOUTH IN NEED OF ADDITIONAL ASSISTANCE POLICY

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Title I

PURPOSE

- To define WIOA Youth target groups and to establish a definition for the term "Youth in Need of Additional Assistance."

POLICY

In order to be considered eligible to receive services under the WIOA, Youth must be at least 14 years old and may not be older than 24 years of age (unless otherwise stipulated in WIOA regulation), must meet the income criteria to be economically disadvantaged, and must exhibit at least one of the following barriers:

- Documented deficiency in basic math and literacy skills (reading and math proficiency below 8 grade level);
- Evidence that the Youth dropped out of school;
- Evidence that the Youth is either homeless, a runaway, or living in a foster home;
- The Youth is pregnant or is a parent;
- Documentation that the Youth is an offender;
- Is an individual (including a youth with a disability) who requires additional assistance to complete an education program or to secure and hold employment.

Youth identified during the initial intake assessment and eligibility process as meeting one of the following may be considered an individual (including a youth with a disability) who requires additional assistance to complete an education program or secure and hold employment:

- Lacking work experience;
- Lacking any documented or credentialed skills to offer employers;
- Having difficulty finding or keeping employment;
- Having no plans for post-secondary education or training;
- Having no high school diploma or GED;
- Enrolled in an alternative education program;
- Completed high school or earned a GED and do not have self-sufficient employment;
- Youth who do not have any stated or clearly delineated career path;
- Youth needing support or an ITA to enter and/or complete training and/or post-secondary training and/or educational program to reach self-sufficiency

The case file must include documentation as to how the determination was made (i.e. official documents, signed statement from Youth attesting to barrier, etc.). Documentation must also include a well-articulated statement by the Case Manager that clearly defines and explains the rationale for the decision to use this barrier(s) and how participation in the services selected will support the Youth's chances for securing employment or completing an education program in order to secure employment.

INCENTIVE AWARDS TO WIOA YOUTH

REFERENCES

- OMB Circular No. 122 (Cost Principles for Non-Profit Organizations), Attachment B, Item 33
- Workforce Innovation and Opportunity Act (WIOA) Title I
- NPRM Section 681

POLICY

It is the policy of the Alexandria/Arlington Regional Workforce Council to offer reasonable incentives to youth participants to encourage the youth to participate in and complete WIOA Title I Youth activities. The justification and strategy for awarding incentive must be clearly defined in the youth's case file. Incentive awards shall be made in a uniform and consistent way amongst all WIOA Title I Youth participants during a program year and administered in a manner that ensures all participants receive equal rewards for equal achievement.

For the purposes of this policy, the term "incentive" shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The incentive must be directly linked to one of the allowable elements as listed in WIOA Title I Youth and/or to the attainment of specific and measurable program outcome. All incentive awards are subject to the availability of WIOA Title I Youth funds and are these incentives are not an entitlement.

Additionally, for the purposes of this policy, with regards to Work Experience participants will not have an "employer/employee relationship" with their worksite hosts. The participants' relationship will be with their respective American Job Center (AJC). Furthermore, participants will not receive an hourly wage for participating in an AJC-organized work experience project. A participant may receive an incentive award payment after they complete their first two-weeks on the AJC-organized work experience worksite, after they complete their second two-weeks on the worksite, and after they complete their third two-week period on the worksite. Each incentive award will be valued up to \$600 per two-week period, for a total of up to \$1,800 for the full six-week work experience project. A participant is expected to work an average of 30 hours per week over the term of their work experience project. If a participant works less than 30 hours a week, then their bi-weekly incentive award will be reduced by \$10 for each hour under 60 hours that they work during that period.

Finally, Youth incentive award payments are limited to a lifetime amount of \$2,500 per eligible youth and documented in accordance with applicable WIOA regulations. The lifetime amount may be extended to \$4,000 per eligible youth through issuance of a waiver from the Council's Executive Director. There must be extenuating circumstances for the waiver to be issued. All waivers issues must be reported to the Council by the Executive Director.

Achievements, with award limits, that are eligible for an incentive include:

- \$100 for attainment of high school diploma;
- \$50 for completion of GED testing (per test completed/maximum 2 attempts per subject);
- \$600 for monthly participation in occupational skills training (to be paid bi-monthly);
- \$100 for monthly participation in an AJC-facilitated work readiness;
- \$100 when the participant creates their cover letter, resume, sample application, and follow-up letter (all four items required for award attainment);
- \$100 per quarterly employment retention goal (to be awarded after quarterly retention is recorded by WIOA staff/limit of four award payments allowed);

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- \$100 for attaining a post-secondary credential and/or occupational certificate;
- \$75 for securing unsubsidized employment.

AJC staff shall maintain required documentation in the participant's case file detailing the distribution and management of awards. At a minimum, Center staff shall document the need for the incentive and justify issuance of the incentive in the participant's Individual Employment Plan and in the Virginia Workforce Connection system (VaWC). Center staff will also maintain records verifying the participant received the incentive through an original signature on a receipt form and documentation showing the type of incentive awarded (i.e. copy of a check, copy of a gift card, etc.). It is the responsibility of each staff person to become aware of all applicable regulations and to monitor personnel and participant activities to ensure compliance in accordance with this policy and other cited references.

WIOA YOUTH WORK EXPERIENCE POLICY

REFERENCES

- Workforce Innovation Opportunity Act; Final Rules, U.S. Department of Labor
- Employment and Training Administration, (20 CFR §681.610, §680.180, §680.190, §681.590, and §681.600)
- Fact Sheet #13: Employment Relationship Under the Fair Labor Standards Act. U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division
- Trainees. elaws - Fair Labor Standards Act Advisor. U.S. Department of Labor
- School-to-Work. elaws - Fair Labor Standards Act Advisor. U.S. Department of Labor
- Virginia Workforce Letter #10-01, Youth Work Experience, December 15, 2017 Commonwealth of Virginia, Paid and Unpaid Work Experience #104.

PURPOSE

To provide policy direction regarding the development, use, documentation, and tracking of Workforce Innovation Opportunity Act (WIOA) funds to make incentive payments for approved Work Experience opportunities (WEX) for eligible WIOA youth ages 14-24.

DEFINITIONS

- Business is a legal organization, or economic system where goods and services are exchanged for one another or for money.
- Employer is a legal entity that controls and directs workers under an express or implied contract of employment and pays (or is obligated to pay) him or her a salary or wages in compensation; or a person or legal organization that employs people.
- "Work Experience Training" or "WEX" is planned, structured learning experience that takes place in a workplace for a specified limited period of time.

BACKGROUND

The purpose of the WEX activity is to provide the WIOA eligible youth with opportunities for career exploration, academic and skill development and reinforcement of the work ethic. The WEX must be designed to enable youth to gain exposure to the world of work and its requirements.

Work Experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment in the career interest of choice. The WEX must be with a legal business and/or employer that meets all basic requirements to operate in Virginia. The WEX Training may be paid or unpaid and may be in the private for-profit sector, the non-profit sector, or the public sector. WEX may be subsidized or unsubsidized. Under WIOA paid and unpaid work experiences must include academic and occupational education as a component of the work experience and can include several activities including summer employment, pre-apprenticeship, internships, job shadowing and on-the-job training (OJT). Note: This policy does not address the requirements and/or documentation for OJT.

The intent of WEX is not to benefit the employer, although the employer may, in fact, gain from the activities performed by the youth. WEX activities shall not reduce current employee's work hours, displace current employees or create a lay-off of current employees, impair existing contract or collective bargaining

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agreements, and/or infringe upon the promotional opportunities of current employees as defined in the Fair Labor Standards Act.

POLICY

The Alexandria/Arlington Regional Workforce Council (RWC) works to ensure that as many customers as possible have an opportunity to participate in paid and unpaid work experiences that have academic and/or occupational component to provide exposure to careers, career pathways and exposure to the requirements and technical skills of the workplace. RWC encourages the use of well-planned WEX to serve as a stepping stone into unsubsidized employment through the use of job shadowing, pre-apprenticeship, internships, summer employment and OJT.

REQUIREMENTS

- A. Work Experience Assessment and Training Plan: The service provider shall ensure that WEX training plan for the WIOA eligible participant is appropriate based on the participant's career interest of choice (when feasible), labor market research and comprehensive assessment and as documented in the Individual Service Strategy (ISS). The WEX Training Plan should be measurable and clearly indicate how this activity is going to help the customer move from the WEX to unsubsidized employment and/or training.

Documentation of the need for work experience that is tied to and supported by academic and/or occupational education and the objectives of the work experience, WEX addendum must be kept in the participant's file. It must also include periodic evaluation of the customer's participation and learning during the work experience, including information about any incentive payments made and the learning that took place. It is strongly encouraged that the WEX and its associated training components be directly tied to a credential and documented in the training plan.

WIOA Youth Staff should use labor market information when developing the academic competencies to learn and be evaluated on the WEX. The WEX Training Plan must also indicate that youth participants received financial literacy information to include but not limited to check cashing, budgeting incentive funds, and savings. The lifetime duration of the work experience program should not exceed 180 hours unless WIOA Staff receives a waiver from the RWC Executive Director. Lunch breaks are not included in the accounting of total WEX hours.

The determination of the duration of the WEX should be based on the academic and/or occupational competencies the WIOA participant needs to develop or refine and must be specified in the WEX Training Plan. A WEX Training Plan allows WIOA Youth Staff to monitor and evaluate the WEX and it serves as a baseline when establishing whether the needs of the WIOA participant and the employer's expectations of training and development have been met.

- B. Development of Work Experience Sites Vetting of Work Experience Sites: WIOA Youth Staff must make every effort to verify that participants are placed with business and/or employers that are legal able to operate in Virginia. The vetting process could include proof of a business license, registration with the Virginia State Corporation Commission, a regulatory body, etc. Once an employer has been identified, there must be a Worksite Agreement between the AJC and the employer that articulates the learning that is to take place (job description/work objective), the length of the WEX and the academic and/or occupational competencies to be obtained. The Worksite Agreement must be completed and signed prior to the start of the WEX. The WEX Agreement must also contain a list

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of tools, uniform and safety equipment. WIOA Youth Staff will use a standardized Worksite Agreement developed by the RWC (see attachment).

- C. WIOA Funds and Payments: WIOA Youth Staff will strive to develop worksites and work experience opportunities in the RWC targeted sectors and pay incentive payments based on the terms outlined in the WIOA Youth Worksite Agreement. The relationship between the WIOA participant and the employer that provides the site for the WEX activity is not an employer-employee relationship as defined by the Fair Labor Standards Act. The formal relationship is between the WIOA program and the employer that volunteers to provide the site for the work experience activity for the WIOA program. During the period of a WIOA participant's enrollment in a paid work experience activity, the WIOA payments received are not subject to withholdings by the employer nor the WIOA program and are not to be considered wages, but incentives provided in accordance with attendance and full participation of the participant in achieving the competencies stipulated in the training plan. The payments are incentives for participation in a training activity, not compensation for services to an employer. The funds should not be considered for tax purposes on a 1099-MISC or W-2 as reflected in Virginia Workforce Letter (VWL) #10-01. At the completion of a "Work Experience" activity the WIOA participant is not eligible for unemployment compensation. Neither the worksite nor the WIOA program should contribute any funds to the state's unemployment insurance fund because the participant is not an employee.

If incentives are paid using WIOA funds, WIOA customers will be paid incentives at not less than the minimum wage described by State or Federal Law. If incentives are paid by the hours associated with WEX it must be documented and validated by the participant and employer signature. The program must have documentation to verify that the participant received the incentive associated with such hours or work validated by the employer. If participant received the incentive payment in the form of a check, the Council strongly encourages program to ensure participants are not using check cashing services that utilize predatory lending practices.

- D. Virginia Workforce Connection (System of Record): Once a participant has started work experience WIOA Youth Staff must ensure the activity associated with such work experience training are recorded in the state's system of records. Participant progress on work experience shall be documented as a case note and where appropriate entered or extend into the system of record.
- E. Tracking of Youth Work Experience Funds: Under WIOA youth program staff are required to track and report expenditures to the RWC for both paid and unpaid work experience. Program expenditures to be tracked are to include the youth incentive payments and staffing cost to develop and management work experience. Tracking reports of incentive payments and staff time should be submitted with monthly request for reimbursement.
- F. The RWC's One-Stop Operator will monitor the participant and the worksite annually to ensure that their goals are being met and that the worksite activity, as well as all associated progress and financial activity reports, are compliant to all federal, state, and local WIOA laws and regulations. This audit will be performed as part of the One-Stop Operator's annual local WIOA monitoring activity and the Operator will use the WIOA Youth Monitor's Tool to conduct this exercise.

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COMPLIANCE MONITORING

REFERENCE

- Workforce Innovation and Opportunity Act (WIOA) Title I

POLICY

- The Alexandria/Arlington Regional Workforce Council Executive Committee will select individual(s) to perform monitoring duties.
- Monitoring of each Alexandria/Arlington Regional Workforce Council-operated program, consisting of administrative, financial, programmatic, and EO compliance, will be conducted at least once during a program year.
- All compliance monitoring must be completed 30 days prior to the end of the program year.
- Compliance monitoring is conducted to verify program compliance with the terms and conditions of WIOA, EO, and the policies established by the State WIOA Unit and the Alexandria/Arlington Regional Workforce Council.
- Compliance monitoring will be conducted by reviewing records and documents maintained by the Alexandria/Arlington Regional Workforce Council administrative office on each program; conducting onsite reviews of procedures, records, and documents maintained by the program operations staff; and submitting written reports of findings, including corrective action recommendations if appropriate. EO monitoring will be conducted through an onsite review.

General Monitoring Procedure

- A written monitoring checklist is developed to ensure all acceptable standards of accountability are reviewed.
- Compliance monitoring activities are scheduled in advance with the designated representative or program operations staff. Those responsible for the program operations are also notified as to the purpose, procedure and specific areas to be monitored.
- Reports, records and documents, maintained by the Alexandria/Arlington Regional Workforce Council administrative office on each program are reviewed for completeness, accuracy, and timeliness of submission.
- Each program is monitored at the site of operation. On-site monitoring includes but is not limited to:
 - An entry interview with the designated representative or program operations staff;
 - A review of applicable written policies and procedures;
 - Staff and participant interviews;
 - A review of a random selection of participant records, including eligibility documentation (selection size should be equal to 10% of each program's total open case load);
 - A review of financial procedures, records, and documentation;
 - An EO audit of the physical location(s); and
 - An exit interview with the designated representative or program operations staff.
- A written report is completed on each program monitored and is simultaneously submitted to the Alexandria/Arlington Regional Workforce Council Chair and the One-Stop Operator. The written report includes but is not limited to:
 - Completed applicable sections of the written monitoring checklist;
 - Written comments and recommendations on identified deficiencies.

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Special Investigations

Special investigations are conducted when information is received which indicates possible fraud, abuse, or alleged criminal activity. The investigation is designed to provide the Alexandria/Arlington Regional Workforce Council with sufficient information to justify a decision to notify appropriate legal authorities.

Processing Procedures for Special Investigations

- Alexandria/Arlington Regional Workforce Council staff notifies the Alexandria/Arlington Regional Workforce Council Chair and the State WIOA office or Department of Labor upon receipt of any request to conduct a special investigation and or upon the initiation of any special investigation.
- The Alexandria/Arlington Regional Workforce Council Chair appoints specific persons as appropriate to conduct special investigations.
- Assistance or advice from other individuals approved by the Executive Committee or the Chair may be solicited during a special investigation.

Corrective Action and Follow-up

Corrective action and follow-up is conducted to eliminate reported violations. Corrective action plans are developed and implemented for the purposes of alleviating reported inadequacies in acceptable operating procedures, standards of accountability, or program performance standards.

Written responses to recommendations to initiate corrective action may include any of the following:

- No plan for corrective action with written justification for not initiating such action;
- A written plan for corrective action which includes dates for implementing and completing such action; or
- A written explanation of the appropriate action which has been initiated prior to the issuance for the request for corrective action.

ADULT OJT, WORK EXPERIENCE, & TRANSITIONAL JOBS POLICY

REFERENCES:

- 20 CFR Part 652
- 20 CFR 663.700
- 20 CFR 680.150
- 20 CFR 680.530
- 20 CFR 680.830
- 20 CFR 680.840
- 20 CFR 680.850
- 20 CFR 680.900
- WIOA Section 134(c) (3)(h)
- WIOA Section 134(d) (1-5)

DEFINITIONS:

“On the Job Training” or “OJT” means training by an employer that is provided to a paid employee while engaged in productive work in a job, knowledge or skills training that is essential to the full and adequate performance of the job, and training that provides reimbursement to the employer of up to 50% of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training.

“Work Experience” is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for-profit sector, the non-profit sector, or the public sector.

A “Transitional Job” or “TJ” is part of a portfolio of training services available to job seekers in Alexandria City and Arlington County. TJs seek to connect individuals with chronic unemployment or an inconsistent work history with opportunities to build work place skills and job history. TJ is a paid work experience that:

- Is time limited and subsidized;
- Is in the public, private, or nonprofit sector;
- Is provided to individuals with barriers to employment who are chronically unemployed or have an inconsistent work history;
- Is combined with comprehensive employment and supportive services; and
- Is designed to help participants establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

Labor standards apply in any OJT, Work Experience, or TJ where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

An “individual with a significant barrier-to-employment” is a member of one or more of the following populations:

- Adult ex- offenders;
- Basic skills deficient individuals;
- Homeless individuals;
- Lack of educational and/or occupational skills attainment;
- Living with a disability;
- Long-term unemployed;
- Low-income workers earning wages below self-sufficiency;
- Older workers;
- Poor work history and/or lack of work experience;

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- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.).

Individuals with “chronic unemployment” or an “inconsistent work history” are those who:

- Have been unemployed for 13 weeks or longer;
- Were unemployed at least 26 of the past 52 weeks; or
- Have held three or more jobs in the past 52 weeks and are currently unemployed or underemployed.

PURPOSE:

The purpose of this policy is to establish guidelines for the arrangement of Adult OJT, Work Experience, and TJ where an individual will be able to learn an employment related skill, gain work experience, and/or qualify for a particular occupation through demonstration and practice.

POLICY:

Participant Eligibility

WIOA Adult and Dislocated Worker participants can be deemed eligible, after assessment, and in accordance with the Individual Employment Plan (IEP), have a substantial need for OJT, Work Experience, or TJ. The participant must be an individual with a barrier to employment and a history of chronic unemployment or an inconsistent work history.

The need for OJT, Work Experience, or TJ can include; an introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes, etc. Supporting documentation proving eligibility is required.

Employer Eligibility

- May be a private-for-profit business, private nonprofit organization, or a public sector employer;
- Must have been in business for at least one year;
- Must have adequate personnel to provide sufficient supervision and training;
- Must provide a minimum of 50% of the employee’s wage throughout the training;
- Must provide a job description, benefits, and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work;
- Must not have a history or pattern of failing to provide OJT, Work Experience, or TJ participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work;
- Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location;
- And must not use OJT, Work Experience, or TJ assignments to displace regular employees, or to replace any employee on layoff.

General Requirements

- OJT, Work Experience, or TJ must be combined with comprehensive career services and supportive services.
- OJT, Work Experience, or TJ placements should contribute to the occupational development and upward mobility of the participant.
- Per WIOA regulations (20 CFR 683.200(g)), “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that

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individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, grandparent, and grandchild.

OJT, Work Experience, or TJ Length

OJT, Work Experience, or TJ must be time limited (no more than 6 months and preferably 8 to 12 weeks) and require at least fifteen (15) but not more than forty (40) hours of work per week.

WIOA Funding Levels

All OJT or TJ placements must be paid at least Virginia’s minimum wage..

Payments to Employers

Payments are deemed to be compensable for the extraordinary costs associated with training participants. This includes additional supervision, training, and the costs associated with the lower productivity of the participants, those extraordinary costs are documented by the employer, and must not be in excess of 50% of the wage rate of the OJT or TJ participant.

Because Work Experience is a pre-vocational service, the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience or internship activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in Work Experience are incentives for progress and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes nor are the payments reportable on a 1099-MISC or W-2.

For OJT and TJ, the relationship is that of employer/employee and payments to the participant are provided by the employer and treated as taxable income. OJT and TJ payments to the employer and Work Experience payments to the participant are to be made from the participant’s Individual Training Account (ITA). Total payment amount cannot exceed LWDA 12’s ITA limit, unless the Workforce Council Executive Director provides an ITA waiver.

Process

Participants will market themselves to employers as eligible for OJT or Work Experience, either verbally or with a referral form provided to them. If interested in a potential contract, the employer is to contact the WIOA Program Coordinator at the appropriate American Job Center.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide long-term regular employment for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training. Consideration will be given to the percentage of subsidized training positions assigned to a particular employer. This ratio shall not exceed 25% of the workforce.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the OJT, Work Experience, or TJ to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Program Coordinator will determine the length of the training period and the hourly wage that will be covered by the OJT, Work Experience, or TJ contract.

If the employer is agreeable to the length of training and the covered wage, then the contract will be prepared. This contract must be in place prior to the start of training. When the contract is completed, it will be taken

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to the employer for his or her signature. Please note, during any engagement with an employer, WIOA staff should present the Work Opportunity Tax Credit opportunity for their consideration.

Case Management & Monitoring

The WIOA Case Manager is responsible for ensuring the participant's skill levels will result in the successful completion of the OJT, Work Experience, or TJ activity.

- a. A Training Plan and OJT, Work Experience, or TJ Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- b. The Case Manager shall make contact with the participant and their employer/work experience host at a minimum once each month and shall keep in the participant's file progress of the participant's work experience. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- c. A minimum of one on-site monitoring visit must be made during the time of active training of a participant at the worksite.
- d. Time and attendance records must be reviewed prior to forwarding requests for incentive payments.

WIOA EXPENSE REPORT SUPPORTING DOCUMENTATION POLICY

REFERENCE

- One-Stop Comprehensive Financial Management Technical Assistance Guide, Chapter 11-4.
- Office of Management and Budget Circulars, A-87, Attachment B.
- 29 CFR 95.21 (b)(3).

POLICY

Documentation for allowable, necessary, and reasonable WIOA expenses consistent with each reimbursement request must be retained to allow review by internal and external monitors. This documentation must be collected by the One-Stop Operators' fiscal managers prior to completion of the Consortium Fiscal Report. In LWDA 12, Arlington County Government serves as the fiscal agent. Alexandria Workforce Development Center and Arlington Employment Center are LWDA 12's One-Stop Operators.

All WIOA expenditures must be allowable, necessary and reasonable WIOA costs. Adequate descriptions and documentation of expenditures and reimbursement requests must be apparent in order to determine if an expense is an allowable, necessary, and reasonable. Additionally, regulations require that the One-Stop Operators shall adequately safeguard all assets and assure they are used solely for authorized purposes.

On the 18th day of each month, the One-Stop Operators will submit WIOA Formula Reimbursement Requests to LWDA 12's fiscal agent for the prior month. The reimbursement request shall consist of a cumulative monthly report and an invoice for the monthly reimbursement. WIOA Incentive and Other Grant Reimbursement Requests will need to be submitted to LWDA 12's fiscal agent by the 11th of each month for the prior month. All Reimbursement Requests must be supported by the following documentation to be retained by the respective One-Stop Operators' fiscal manager prior to report submission.

- Personnel Expenses: One-Stop Operators will retain copies of official payroll documentation for all WIOA staff on an accrual basis.
- Non-Personnel Expenses: Monthly reimbursement request must be supported by copies of invoices and receipts for all WIOA-related expenses. Additionally, One-Stop Operators must provide a memo that details costs by WIOA funding stream and the purpose of each expenditure. In particular, the One-Stop Operators should provide the following:
 - Mileage: Reimbursement documentation should include the originating and ending travel points so that mileage reimbursement amounts are testable to any party reviewing the documentation. Please include meeting agenda, or a short description outlining the purpose of the meeting, that explains why the meeting should be reimbursed with WIOA funds.
 - Program Supplies & Furniture: Reimbursement documentation should include the item name, detailed purpose for the expense, cost per unit, quantity, and total cost so reimbursement amounts are testable to any party reviewing the documentation.
 - Conferences & Accommodations: Reimbursement documentation should include the item name, detailed purpose for the expense, cost of attendance, per diems, and government room rate (per day and total) so that reimbursement amounts are testable to any party reviewing the documentation. Please include meeting agenda, or a short description outlining the purpose of the meeting, that explains why the meeting should be reimbursed with WIOA funds. Please note, only meals that are not included in the cost of the conference can be reimbursed with WIOA funds.
 - Supporting Services expenses must be documented by invoices and receipts and a memo that details costs by WIOA funding stream and the purpose of each expenditure.

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LWDA 12's fiscal agent will serve as the arbitrator of the completeness of the documentation through a quarterly monitoring process. The fiscal agent will, upon request, provide technical assistance to One-Stop Operator staff.

COUNCIL MEETING REMOTE PARTICIPATION POLICY

REFERENCE

- Virginia Freedom of Information Act Section 2.2-3708.1

POLICY

Alexandria/Arlington Regional Workforce Council (Council) will allow a member to participate in a meeting through electronic communication means from a remote location that is not open to the public only as follows:

- If the member notifies the chair of the Council that such member is unable to attend the meeting due to an emergency or personal matter. Such participation by the member shall be limited each calendar year to 2 meetings or 25 percent of the meetings of the Council, whichever is fewer. Or,
- If a member notifies the chair that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance. Or,
- If the member notifies the chair that such member's principal residence is more than 60 miles from the meeting location.

A quorum of the Council must be physically assembled for remote participation to be allowed. Should the member be allowed to participate in the meeting remotely, the Council's Executive Director must ensure that the following actions are taken:

- The member's specific reason for remote participation must be included in the meeting minutes, including details of remote location. If the member's participation from a remote location is disapproved by the majority of the Council who are physically present at the meeting location, then such disapproval shall be recorded in the minutes with specificity.
- The Council makes arrangements for the voice of the remote participant to be heard by all persons at the meeting location.

INCUMBENT WORKER POLICY

REFERENCE

- Virginia Board of Workforce Development Policy Number 15-00
- Workforce Innovation and Opportunity Act of 2014 Section 122 and Section 134

POLICY

WIOA funds can be made available through a process designed to assist Alexandria City and Arlington County businesses, which could include a single firm or a group of firms that share similar workforce needs, using a sector strategy approach to meet the skills training needs of their incumbent workforce.

Incumbent Worker Employee Eligibility

All employees participating in incumbent worker training must meet the eligibility below. An incumbent worker is:

- At least 18 years of age;
- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26;
- Must be a full-time employee of the participating employer for at least 6 months;
- Needs skills upgrading or retraining, completion of GED or High School Degree, basic skills upgrade, to retain or be successful in current employment;
- An employee to be trained that works at a facility located in Virginia or working for a staffing agency and placed at a Virginia facility.

Employer Eligibility

- Private for profit or non-profit businesses operating in Virginia for entire twelve-month period prior to application date;
- Current on all Virginia tax obligations;
- Proposing training for employees in a Virginia facility;
- Demonstration of linkages of the training activity to demand occupations and/or regionally targeted industries;
- The positive relationship of the training to the competitiveness of a participant and the employer;
- The relative wage and benefit levels of those employees (pre-training and anticipated upon completion of the training);
- The potential state, regional, and local economic impact, if any, of the training project.
- A non-eligible employer is a business with a history of failing to provide WIOA participants with continued employment or/and a recently relocated business that has resulted in employee separations.

Funding Available

Statewide rapid response and local WIOA funds are available to provide incumbent worker training. The Council may reserve and use up to 20 percent of the WIOA Title I Adult and Dislocated Worker funds allocated to the local area to pay for the Federal share of the cost of providing a training program for incumbent workers.

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Non-Federal Share

Employers participating in the program are required to pay for the non-Federal share of the cost of providing the training to incumbent workers of the employers. The non-Federal share shall not be less than:

- 10 percent of the cost, for employers with not more than 50 employees;
- 25 percent of the cost, for employers with more than 50 employees but not more than 100 employees; and
- 50 percent of the cost, for employers with more than 100 employees.

The non-Federal share provided by an employer participating in an incumbent worker training project may include the amount of the wages paid by the employer to a worker while the worker is participating in the training activity. The employer may provide the share in cash or in-kind, fairly evaluated.

CASE MANAGEMENT & CASE NOTES POLICY

REFERENCE

- Workforce Innovation and Opportunity Act, Sec. 185

POLICY

The purpose of this guidance is to describe the general expectations and responsibilities for professional staff performing Case Management support for participants enrolled under WIOA.

The general term Case Management is used to describe an individualized, staff-focused service approach of professionally assisting and coordinating a customer's entire program participation from time of program application to post-program follow-up. The key concepts with this comprehensive service philosophy include individualized attention, timely and responsive customer assistance, proactive needs assessment and service planning, and effective case file management (both paper file and on Virginia Community College System's online WIOA System of Record). The general Case Management responsibilities for WIOA program customers begin as early as program application and eligibility determination and continues throughout a customer's entire program participation including: initial assessment, employability planning and development, program enrollment, objective assessment, establishment of an Individual Employment Plan, deployment of program services, program completion, outcomes, post-program activities and follow-up.

All Counseling Notes for WIOA funded participants must be recorded electronically using the System of Record's available Case Note functionality. This collection of individual Counseling Notes should begin at the time of first meeting or conversation with a program applicant and then continue with any each additional significant event or milestone that may occur as a participant progresses through the normal evolution of program application and full program participation. Having a chronological and clear written history of significant program events, meetings and discussion with the customer as recorded in the Counseling Notes is a foundational hallmark of and prerequisite for effective case management.

Benefits of Effective and Timely Counseling Notes

- Clear and concise chronological understanding of all critical events associated with a customer's program participation.
- Provides a comprehensive and immediate feedback on the current status and history of every customer served.
- Archival written documentation of all past events long after clear recollection has faded.
- Facilitates improved case management and program coordination by offering a timely, cumulative history of a participant's entire period of participation.
- Promotes improved follow-up of services for the customer regardless of changing staff assignment due to up-to-date nature of service record.

Electronic Posting of Counseling Notes Requirements and Guidelines

- When reviewed collectively, the individual counseling notes must describe the participant's entire period of participation and clearly provide any outside reviewer with a comprehensive understanding that tells the participant's entire story during program participation, including the WIOA financial investments made to support the individual.
- Must clearly depict significant program milestones and events.
- Notes must reflect all significant contact and conversations with the customers.
- Notes must record all efforts to contact and follow-up with the customer, including unsuccessful contact attempts.

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- Notes must be recorded in database system within 10 days (if not sooner) after meeting with customer.
- Notes must record any significant update to the customer's program participation.

Examples of Proper Counseling Notes

Sample Note by Employment Services Specialist for George W. – First Meeting

Date: March 30, 2017 **Duration:** 60 minutes **Location:** AEC Offices
Client: George Wilson

George W. is a 36-year old African American male who expressed interest in returning to full-time employment after being laid off from his last employer, The American Can Company. During our introductory session learned more about his work interests, work history and goals for employment. George has a history of working in the American Can Company has a Material Handler, but is interest in some type of work that would lead to a managerial position. George is interested in learning more about other kinds of trades that would enhance his career opportunities and goals. George signed all necessary paperwork and Consent of Release of Information. Referred George to Resource Center to start search for types of management positions he may be interested. Next meeting is on April 10th at 9 a.m.

Sample Note by Employment Services Specialist for George W. – Second Meeting

Date: April 10, 2017 **Duration:** 30 minutes **Location:** AEC Office
Spent the meeting discussing George's career interests. George is definitely interested in finding a job and we scheduled a follow-up appointment for April 25, 2017 at 9 a.m. via telephone to discuss progress. Also referred George will be participating in 1st CDL's CDL Training Program starting April 11, 2017. Total WIOA cost is \$3,500.00.

Sample Note by Employment Services Specialist for George W. – Call from Client

Date: April 25, 2017 **Duration:** 15 minutes **Location:** Telephone
Client: George W.

George W. reports being hired as a Site Supervisor with Murphy Construction Company, with a rate of pay of \$16.00 per hour, full-time with benefits. George's start date is May 10, 2017. The employer's address is: 12347 South Signal Avenue, Bethesda, Maryland. George asked and will receive transportation supportive services. George was asked if there was anything further needed prior to starting his new position, and he stated "no" at this time and will stay in touch if there are any changes in his employment status. First quarter follow-up will be conducted on August 9, 2017.

SEGREGATION OF DUTIES, DISCLOSURE, AND RECUSAL POLICY

REFERENCE

- Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014, (Pub. L. 113-128)
- WIOA Final Regulations, 20 CFR Part 678 and 679

POLICY

It is the policy of the Alexandria/Arlington Regional Workforce Council (RWC) that WIOA Title I staff assigned in the administration, oversight, and operation of federal Workforce Innovation and Opportunity Act (WIOA) grant programs minimize organizational conflicts of interest through segregation of duties, disclosure, and recusal in order to foster public and partner confidence.

Segregation of Duties

Arlington County Government serves as the grant recipient, fiscal agent, and administrative entity for the RWC. The Arlington County Manager, and his designate, has signature/approval authority for all WIOA Title I grants and contracts. The Arlington County Manager has designated the Department of Management and Finance (DMF) and the Department of Human Services (DHS) with separate and distinct responsibilities for WIOA Title I operations. The Arlington County Department of Management and Finance has fiscal monitoring responsibility with duties that include accepting, disbursing and managing of WIOA Title I funds, monitoring fiscal accountability, and overseeing external independent audits.

Within the Department of Human Services there are two separate and distinct positions for WIOA Title I management and service delivery. In partnership with the Alexandria Workforce Development Center Director, the Arlington Employment Center Director is responsible for WIOA Title I Youth, Individual Career and Follow-up Services implementation. The Arlington Employment Center Director reports directly to the Department of Human Services Director.

The RWC Executive Director is responsible for managing the relationship between Alexandria City's and Arlington County's Chief Elected Officials, staffing the Council and managing its oversight functions. The Executive Director is also responsible for producing labor market and workforce data and reports, applying for grants, and developing regional WIOA Title I policies. The Executive Director is also responsible for submitting federal financial reports to the Virginia Community College System. Although this position reports to the Department of Human Services Director, the RWC Executive Director is ultimately responsible for performing all duties assigned by the RWC Chair.

The contracted One-Stop Operator is responsible for coordinating service delivery among the leadership of the region's Workforce System Partners, carrying out monthly performance reporting, and conducting annual regional WIOA monitoring activities. Unlike DMF and DHS staff, the Operator reports directly to the Regional Workforce Council.

Disclosure

It is the policy of the RWC that WIOA Title I staff do the following:

- Disclose conflicts of interest and recuse themselves from discussions or decisions related to these issues;
- Ensure that disclosures of conflict of interest be documented in RWC meeting proceedings and in approved minutes;
- Contact RWC's Chair with questions regarding possible conflicts of interest.

Recusal/Abstention

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WIOA Title I staff must recuse themselves from involvement in RWC discussions or decisions in which they have a conflict of interest.

Conflict of Interest

WIOA Title I staff who identify a possible violation of this policy must report it to the RWC Chair immediately. The RWC Chair will recommend a corrective action if a conflict exists or should this policy be violated.

Annual Disclosure and Compliance Statements

WIOA Title I staff must annually sign a statement affirming that they:

- Received a signed and dated copy of this policy;
- Read and understand this policy;
- Agree to comply with this policy.

The signed documents will be retained by One-Stop Operator. The One-Stop Operator will audit this policy to ensure compliance by reviewing annual statements. If at any time during the year, the information in an annual statement changes materially, WIOA Title I staff must disclose such changes and revise their annual disclosure forms.

WIOA SEGREGATION OF DUTIES, DISCLOSURE, AND RECUSAL

By my signature, I acknowledge the following:

- I have read and understand this policy.
- I understand that I will be provided with a signed and dated copy of this policy.
- I have been given the opportunity to discuss this policy with the Alexandria/Arlington Regional Workforce Council Chair.
- I have had the opportunity to ask any questions I have about the policy and those questions have been answered.
- I agree to adhere to the standards and requirements set forth in this policy.

WIOA Title I Staff Signature

Date

By my signature, I acknowledge that I have discussed this policy with this individual and have answered his/her questions. I am satisfied that the individual understands this policy.

Alexandria/Arlington Regional Workforce Council Chair

Date

WIOA SELF-SUFFICIENCY DEFINITION FOR ENROLLMENT OF EMPLOYED APPLICANTS

REFERENCES

- WIOA sec. 3(36)
- WIOA sec. 3(24)
- WIOA sec. 134(c)(3)(A)
- 20 CFR 680.600
- 20 CFR 680.640
- 20 CFR 680.780

PURPOSE

In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. Individuals who are underemployed may include:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA Sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

POLICY

Under WIOA regulations, training services may be made available to employed and unemployed adults and dislocated workers who, among other criteria, are:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services, and
- Are in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

WIOA program staff may enroll employed adults and dislocated workers when:

- An applicant's current wage/income does not provide for self-sufficiency as defined by the Alexandria/Arlington Regional Workforce Council's WIOA Self Sufficiency Policy; and
- WIOA program staff determines that WIOA services may assist the applicant in obtaining/progressing to a self-sufficient wage.

ACCESSIBILITY & REASONABLE ACCOMMODATIONS POLICY

REFERENCES

- WIOA (Public Law 113-125) Section 188
- Title 29 *Code of Federal Regulations* (CFR) Part 38

PURPOSE

The policy on accommodations and accessibility ensures that every Workforce Innovation and Opportunity Act (WIOA) participant receives quality services. This policy outlines steps to ensure nondiscrimination and equal opportunity in Alexandria City's and Arlington County's American Job Centers (AJC) and the reasonable accommodations required to effectively serve individuals with disabilities.

BACKGROUND

WIOA assigns responsibilities at the local, State and Federal levels to ensure the oversight AJC system that enhances the range and quality of workforce development services that are accessible to all individuals seeking assistance. WIOA stresses physical and programmatic accessibility, including the use of accessible technology to increase individuals with disabilities' access to high quality workforce services. It prohibits discrimination based on race, color, national origin, sex, gender identity, age, disability, religion, political affiliation or belief, or participant status.

WIOA ACCESSIBILITY OF SERVICES POLICY

The Alexandria/Arlington Regional Workforce Council considers individuals with disabilities an important element of diversity and ability within the AJCs. Individuals with disabilities must be treated with respect and give customer-centric services within both the universal AJC offerings, as well as within WIOA and other programmatic offerings.

No individual is to be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in any program or activity, funded in whole or in part under WIOA, due to race, color, religion, sex, gender identity, national origin, age, disability, or political affiliation or belief.

AJCs must use the same processes for all customers, including individuals with disabilities. AJCs will also make reasonable modifications in practices and procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless making the modifications would fundamentally alter the nature of the service, program, or activity. The need for an accommodation/modification shall not adversely affect the consideration of a qualified individual with a disability for aid, benefits, services, and training.

ENSURING NONDISCRIMINATION

The following actions should be taken to ensure nondiscrimination of individuals with disabilities:

- Ensure AJCs are American with Disabilities Act (ADA) compliant and equipped with auxiliary aids and accommodations. This should include a list of currently available assistive technology devices and services within the centers available for individuals.
- Ensure individuals are aware of compliance through use of signs or other means of visibility. "Equal Opportunity is the Law" must be prominently displayed within the AJCs and made available in other formats as requested.
- Ensure individuals are aware of the ability to receive reasonable accommodations. Notice of the availability and right to receive reasonable accommodations must be posted.
- Rejection of all job orders from any employer that specifies it will not accept applications from individuals with disabilities or from applicants with a certain disability. Under the law, individuals with disabilities must be referred for the same range of positions as any other qualified customer.

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- Maintain confidentiality and not disclose disability-related or other medical information about an individual to an employer or partnering organization unless the job seeker has requested the disclosure on their behalf.
- Incorporate information on accommodations and rights of all individuals, including individuals with disabilities, in orientations.
- Refrain from stereotyping individuals with disabilities when evaluating their skills, abilities, interests and needs.
- Periodically review eligibility criteria for services or training to eliminate elements that may screen out individuals with disabilities (unless criteria are directly related to specific training or services and is essential).

AJCs are subject to the following provisions of law:

- Section 188 of the Workforce Innovation and Opportunity Act, which prohibits discrimination on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief and requires that reasonable accommodations be provided to qualified individuals with disabilities in certain circumstances.
- Section 504 of the Rehabilitation Act, which prohibits discrimination against individuals with disabilities by recipients of Federal financial assistance.
- Title I of the Americans with Disabilities Act, which prohibits discrimination in employment based on disability.
- Title II of the Americans with Disabilities Act, which prohibits State and local governments from discriminating on the basis of disability.
- Section 427 of the General Education Provisions Act, which requires recipients to ensure equitable access to, and participation in, certain programs run by the U.S. Department of Education.

DISCLOSING DISABILITIES

Individuals may or may not choose to disclose that they have a disability. The individual does not have to document a disability to register at the AJC or to receive universal services. Staff should only ask individuals if they have a disability if this question is asked of all customers using the AJC or program and for data collection purposes, or for customer service and satisfaction improvements. Staff may ask individuals whether they are able to perform the essential functions of a job, training, or activity, but should not directly ask if an individual has a disability.

If it appears that an individual with a disability may need an accommodation, staff may ask the individual if he or she can participate in a specific aid, benefit, service, or training with or without an accommodation. If the individual indicates that an accommodation is not needed, no further inquiries about the disability may be made. The individual's response must determine the Job Center's/program's actions. If the individual discloses a disability, staff must inform the individual that:

- Providing information about one's disability is voluntary;
- The information will be kept confidential as provided by law;
- Refusal to provide the information will not subject the individual to adverse treatment; and
- The information will only be used in accordance with the law.

For WIOA Title I services, individuals with disabilities do not need to verify a disability to be served; however, it would benefit the individual to provide documentation of the disability to receive priority of service and to receive connections to additional resources. If individuals with disabilities request accommodations on any testing for service delivery purposes, documentation of the disability will be required. Additionally, some discretionary grants may require individuals with disabilities to show documentation of their disability for eligibility purposes.

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Specific information on disabilities gathered for program eligibility purposes, including medical information gathered, must be kept confidential and maintained in a separate, secure file that is only available to authorized individuals. Medical information given to staff verbally by a person with a disability is also regarded as confidential and should not be released without written consent of the person with a disability.

REASONABLE ACCOMMODATIONS

Reasonable accommodations, modification, providing effective communication, and auxiliary aids and services will hereinafter be referred to as "reasonable accommodations." A reasonable accommodation is a change in the way the program is administered that enables an individual with a disability to receive benefits, services and training equal to those provided to individuals without disabilities.

AJCs providing services will provide reasonable accommodations to qualified individuals with disabilities who utilize WIOA career and training services and WIOA youth program services to ensure equal access and opportunity.

The policies pertaining to reasonable accommodations apply to qualified individuals with disabilities in regard to:

- Registration and orientation,
- Initial screening, assessments, and testing,
- Service delivery, including career services, training services, and support services, and
- Continuous improvement.

Program operators must not place a surcharge on an individual with a disability, or any group of individuals with disabilities, to cover the costs of measures associated with providing auxiliary aids, services, or assistive technology, that are required to provide that individual or group with the nondiscriminatory treatment required by WIOA Title I.

TYPES OF ACCOMMODATIONS

There are many forms of reasonable accommodations. Staff and the individual with a disability should work together to identify the most effective reasonable accommodation for that individual. Determining the most reasonable accommodation should be done as quickly as possible to avoid delaying access to services.

Auxiliary Aids Services and Assistive Technology

To afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of the WIOA Title I or Title III program or activity, the program operator must furnish appropriate auxiliary aids or services, including effective means of communication, where necessary. In determining what type of auxiliary aid or service is appropriate and necessary, program operators must give primary consideration to the requests of the individual with a disability. Primary consideration means honoring the choice unless the agency can demonstrate that another equally effective accommodation is available, or that using the means chosen would result in a fundamental alteration in the service, program, activity, or undue financial and administrative burdens.

A non-exhaustive list of auxiliary aids and services can be found in 29 CFR S 38.4, and includes:

- Qualified interpreters, note-takers, transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs/ITs), video telephones, or video remote interpreting devices), videotext displays, or other effective means of making aurally delivered materials available to individuals with hearing impairments;
- Qualified readers, taped texts, audio recordings, brailled materials, large print materials, or other effective means of making visually delivered materials available to individuals with visual impairments;

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- Acquisition or modification of equipment or devices; and
- Other similar services and actions.
- This obligation does not require the AJCs to provide personal devices, such as wheelchairs; prescribed devices, such as prescription eyeglasses or hearing aids; or readers for personal use or study.

Facility Accessibility

AJCs must be ready and welcoming for when persons with disabilities seek services, and as such, advance preparatory actions must be taken. Specific information on ADA accessibility guidelines for buildings and facilities is provided at <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards>.

REQUESTS FOR ACCOMMODATIONS

The Alexandria/Arlington Regional Workforce Council requires that all AJCs ensure that requests for accommodations are taken seriously and that receipt of accommodations is easy, user-friendly, and treated in a respectful and timely manner. The individual does not need to use the term "reasonable accommodation" when seeking assistance. A request can be made before services are received or after a customer has already begun to receive the services for which the accommodation is requested. The request for accommodations may be made by a family member, friend, or other representative on their behalf. However, staff should directly verify with the customer agreement with the request. When a person with a disability makes a request for a reasonable accommodation to any of the AJCs' representatives, the AJC is required to respond to that request.

DENYING REQUESTS FOR A REASONABLE ACCOMMODATION

The AJC may deny a request for a reasonable accommodation based on the following criteria:

- The AJC has determined the customer does not have a disability. The AJC has determined that the absence of the requested reasonable accommodation would not limit the customer's ability to have genuine, meaningful participation in and derive an equal benefit from the AJC's aids, benefits, services and training, OR
- The AJC has determined that there is no accommodation that would be effective in improving the customer's ability to have genuine, meaningful participation in and derive an equal benefit from our aids, benefits, services and training.

The denial of an accommodation requires review and decision-making at the administrative level. If a staff person believes that it may be appropriate to seek documentation of a disability underlying a request for accommodation, that staff person should present the recommendation to the designated Equal Opportunity (EO) Officer or administrative level designee. The EO Officer will consider the recommendation, and if appropriate, conduct the inquiry.

Requests that cannot be provided or which are believed to pose an undue burden must be reviewed by the EO Officer. In situations where the program operator believes that the proposed accommodation would cause undue hardship, the program operator has the burden of proving that the accommodation would result in such undue hardship. The EO officer is the only person with authority to determine undue hardship on behalf of the program operators.

A written statement of the reasons for reaching these conclusions will accompany the decision of an accommodation denial. The AJC will provide a copy of the statement of reasons to the individual who requested the accommodation, modification, auxiliary aid or service, and in alternate format or with other auxiliary aids for effective communication, as appropriate. The written notice of denial must:

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

- Explain the reasons for the denial;
- Inform the customer of his or her rights to file a complaint with the Department of Labor Civil Rights Center and Department of Justice, Office of Civil Rights.

A copy of this notice of denial must be provided to the State Equal Opportunity Officer. Additionally, if the denial is based on a determination of undue burden, the written notice of denial must also document that all the required factors that must be considered in determining undue burden were considered and be reviewed by an attorney versed in ADA.

After a determination of undue hardship, the AJC must still take any other action which would not result in such burden, but which would improve, to the maximum extent possible, the customer's ability to participate in and benefit from the AJCs aids, benefits, services, and training. If an accommodation would result in undue hardship, the program operator will give the individual with a disability the option of providing the accommodation. The program operator must also offer to cover the costs of the reasonable accommodation up to the limit of undue burden and to allow the customer to cover any costs above that threshold.

NOTICE OF RIGHT TO FILE A GRIEVANCE/COMPLAINT

Individuals who believe that they have been discriminated against in failure to provide accommodations, may file a complaint with the EO Officer. Information on how to file a complaint will be publicly posted and available in alternative formats.

DETERMINATION OF NEED FOR TRAINING

POLICY AND PROCEDURES

Determination of Need for Training

The Workforce Innovation and Opportunity Act program is designed to provide employment and training opportunities to those who can benefit from and who are most in need of such opportunities. However, WIOA is not an entitlement program. This requires that eligible individuals are determined to be suitable for program enrollment based upon a consistent and equitable assessment that is relevant to the level of services for which the individuals are applying. The case file must contain a determination of need for training services as determined through the interview, evaluation, or assessment, and career planning informed by local labor market information and training provider performance information, or through any other career service received. Although verification documents will reflect participant information as of the application date, demographic characteristics entered in Virginia Workforce Connection should be updated to reflect the participant's actual circumstances as of the enrollment date.

Suitability

Selection of customers for WIOA services is based on both need and suitability. Suitability must be determined through the assessed ability and the perceived personal commitment of the participant to attend activities, to successfully complete these activities and to acquire employment and/or post-secondary/advanced skill placement (WIOA sec. 134 (c) (3) (b)). Individuals may be fully eligible and in need of services, however they may not be suitable pending resolution of immediate issues (academic, personal, etc.) or personal barriers. Assessment scores, combined with other data collection during interviews (such as review of barriers, dependency, employment history, interest, etc.) helps determine suitability or need for training assistance.

Staff will determine suitability during orientations and other activities with the participants. Considering the information above, circumstances that may make an individual not suitable for WIOA includes, but is not limited to, the following:

- Ineligible WIOA application (automatically not suitable);
- Individual requiring extensive support beyond the ability of what WIOA provides;
- Individual whose training needs are served more appropriately by another agency;
- Individual whose training desires cannot be met by WIOA funding;
- Individual does not have the skills and qualifications to successfully participate in the selected program of training services;
- Individual whose living is in immediate crisis and cannot participant in WIOA activities at this time;
- Individual who cannot allocate sufficient time for the required commitment to the WIOA program;
- Consistent failure to show for scheduled appointments;
- Individual who requires or insists on services sooner than WIOA can provide them.

All applicants will be given an appointment. After eligibility is determined, staff must assess suitability. Should an applicant be eligible for WIOA and not suitable for the program, there must be proper documentation on why the applicant was denied access to the program. All denials must be maintained in a file for three (3) program years. There should also be case notes in the file that support suitability determination.

BUSINESS SERVICES POLICY

PURPOSE

The Alexandria/Arlington Regional Workforce Council is responsible for ensuring the coordination of business service delivery to businesses in the local area according to the local plan and the combined state plan. Coordinated efforts are focused on creating a streamlined business process and preventing duplicative services and contacts to businesses.

POLICY

The Council will convene business teams, as needed, to coordinate in an orderly manner, the following activities:

- Building relationships with business and business-focused organizations;
- Integrating and streamlining business services;
- Providing informational resources to businesses;
- Assisting businesses in the recruiting process;
- Assisting businesses with training needs;
- Providing customized services to businesses.

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Per Virginia's WIOA Combined State Plan, each local Workforce Development Area is required to have a Business Service Team (BST) whose responsibility is to drive sector strategies within a locality, provide local employers with human resources solutions, and identify methods to shrink regional skills gaps. BSTs are cross-agency, cross-programmatic groups, comprised of representatives of each of the core partner agencies, economic development, and other partners as appropriate. These teams are designed to ensure a comprehensive array of services are provided to businesses.

The Council utilizes the "single point of contact" methodology to maximize the opportunities for businesses to create a relationship with the Virginia Career Works-Alexandria/Arlington Region Centers. The Alexandria/Arlington Regional Workforce Council's Executive Director is listed on the Council's website as the single point of contact and will refer a business to the appropriate BST member within one (1) business day. The BST member will have one (1) business day to contact the referred business and provide an initial consultation.

Requirements for Business Services

The following minimum standards are required and must be evident and practiced in the delivery of services to business customers.

- BSTs must include the Virginia Career Works brand standards and other required EO and funding* taglines on all outreach materials.
- BST members must adhere to confidentiality and ethics as it relates to business needs and partner statutory requirements.
- The notion of shared business client ownership and accountability is institutionalized across agencies and programs. Partners must buy into the notion that working collectively expands the breadth of services offered to business which is a positive for all.
- Business outreach representatives (across partners) share intelligence and coordinate and strategize follow-up.
- BST members regularly participate in local and state provided training, including cross-training.

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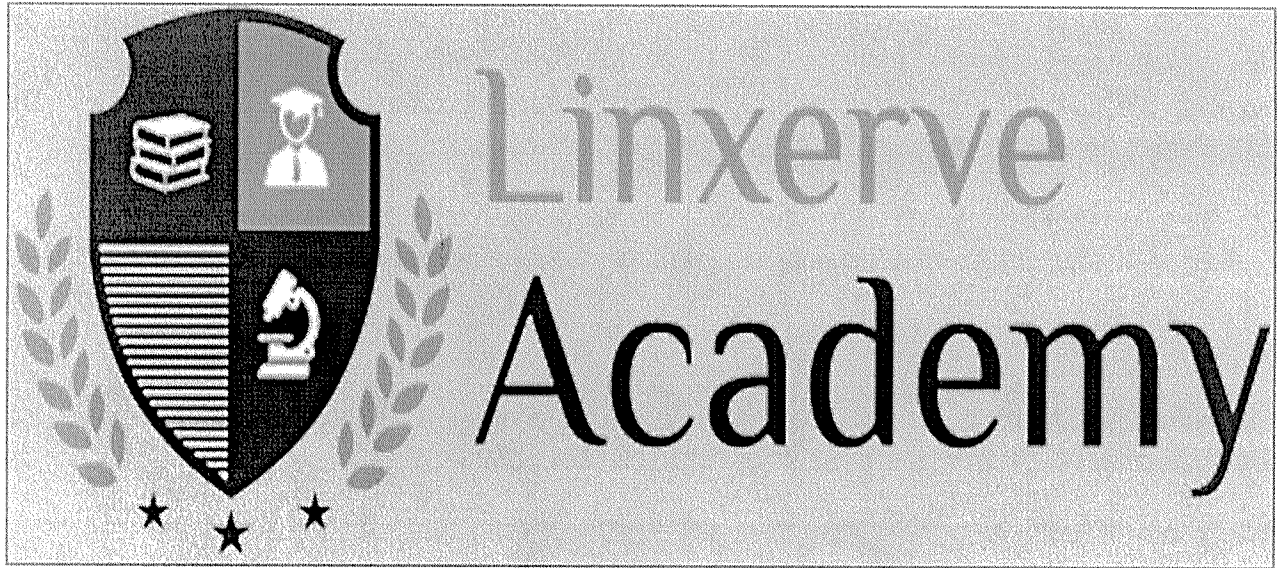
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- Coordinated business services represent “the whole” when in front of business and follow-up includes bringing in the partners/resources to address the solution.

Addition to Eligible Training Provider List



2020

Version 1

5999 Stevenson Ave, Suite 340
Alexandria, VA, USA 22304-2406

Tel: +1 (571) 298-1500

Fax: +1 (571) 298-1501

info@linxerveacademy.com

www.linxerveacademy.com

Submission to: **WIOA Training Provider Application**

David Remick
2100 Washington Blvd, 1st Fl
Arlington, VA 22204
703-228-1412
703-228-1398 TTY Relay (711)
dremick@arlingtonva



Training Provider Application

1. Name of Training Organization <i>LINXERVE Academy</i>		2. Federal Tax ID# <i>85-129-1118</i>	
3. Mailing Address <i>5999 Stevenson Ave, Suite 340</i>	4. City <i>Alexandria</i>	5. State <i>VA</i>	6. Zip <i>22304</i>
7. Physical Address <i>5999 Stevenson Ave, Suite 340</i>	8. City <i>Alexandria</i>	9. State <i>VA</i>	10. Zip <i>22304</i>
11. Name & Title of Contact Person: <i>Mohamed K. Musa / President / CEO</i>			
12. Email Address of Contact Person: <i>MKmus@linxerveacademy.com</i>		13. Phone Number of Contact Person: <i>703-929-6953</i>	
14. Mailing Address of Contact Person (if different from above) <i>Same as above</i>			
15. Year Established <i>2020</i>		16. Website Address: <i>www.linxerveacademy.com</i>	
17. Type of Entity <i>Sole Proprietorship</i> Other (please Describe) _____			
18. Does your organization provide job search assistance or placement services? (if yes, please describe) <i>Please see the attachment</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
19. What types of financial aid are available to students? <i>N/A</i>			
20. Does your organization have a tuition refund policy? (if yes, please attach the policy including time frames and percentage of reimbursement) <i>Please see the attached document</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
21. Name of Financial Aid Contact Person <i>N/A</i>		22. Email Address of Financial Aid Contact Person <i>N/A</i>	

Mission Statement

To introduce career, focus educational pathway in the field of information technology and attainment of industry certifications for our students.

Vision Statement

To provide learning and teaching environment that enables the acquirement of new knowledge to facilitate career change.

Institutional Purpose

The purpose of the LINXERVE Academy is to facilitate and provide learning and teaching environment for post-secondary students and adults to prepare and successfully gain certification to secure IT related jobs and careers.

TRAINING PROVIDER APPLICATION

Name of Organization: LINXERVE Academy

Federal Tax ID#: 46-5344039

Mailing Address:

5999 Stevenson Ave,
Suite 340
Alexandria VA 22304

Name & Title of Contact:

Mohamed K. Musa, **President/CEO**

Phone: 703-929-6953

Year Established: March 2020

www.linserveacademy.com

Entity Type: Sole Proprietorship

JOB SEARCH ASSISTANCE

Academic Support Services

In accordance with its mission and goals, LINXERVE Academy strives to maintain a supportive, helpful environment and promotes innovation in its academic support services. This learning-centered environment is evident in the broad range of academic support services available to students and faculty, as outlined below.

Student-Centered Academic Support Services

Student-centered academic support services at LINXERVE include the following:

- Services coordinated by the Campus Director
- Academic advising & Career day events meeting with hiring officials
- Mentoring
- Tutoring and academic skills workshops
- Targeted support for specific student population

Academic Advising & Career advising

Student at LINXERVE Academy can seek advice from Faculty, School Administrator or Campus Director. Students are encouraged to openly communicate with our staff throughout their educational time at LINXERVE Academy. When applicable, an advisor may seek out a student to properly orient them to their degree progress and path.

Student can get advice on course and program selection and other academic related services. In addition to that students are advised about current hiring trends, are encouraged to attend Career day events to meet with potential employees and participate on career skill workshop programs

Job Placement Opportunity:

This is a paid service to students, the school partners with third party recruiting Companies to go through extensive recruiting process, that involve resume, writing, interview prep, job placement and post-employment support. This service is not available to our regular students is a paid service to students who can afford to acquire the service.

FINANCIAL AID & CONTACT PERSON

LINXERVE Academy doesn't participate in any Financial Aid Program.

TRAINING PROGRAM APPLICATION

Program Offerings

Length of time to complete; number of credits to complete; semester or quarter credit.

- *Credit hours: Quarterly Program the longest program will be approximately 12 weeks*
- *Contact Time: Lecture 30 hours, Laboratory 10 hours*

Certification or licensure exams that a student will be eligible to sit for once they have completed the program

Our courses are mainly focused on the following industry certifications;

- *CompTIA Certification Path: Network +, Security +*
- *Cisco Certification Path: CCNA*
- *Microsoft Certification Path: MCSA Office365*
- *Microsoft SQL Database*
- *Amazon Certification Path: AWS etc.*
- *Software Quality Assurance Testing (QA)*

Outline of curriculum for each program

LINXERVE Academy will offer industry-based training programs driven by industry-established skill standards which ensures greater uniformity of learner's competency and ability to perform given task. Upon graduation students should be able to take certification test and pass them. Curriculums for these industry-based certification tracks are publicly available and subject to changes as needed.

REFERENCES

LINXERVE Academy is a newly certified Institution and doesn't have operational References only Academic Partnership: However, our Sister we can submit professional References from our Academy Partner below.

Academic Partnership:

- *CompTIA - Academics partner*
- *Microsoft – Silver Partner*
- *HP Partner*
- *Cisco - Partner*
- *Avisx- Member*
- *ISSA – Member*

See attachment for References:

Copy of Virginia Oversight Documents

See attachment:

Copy of License to Conduct Business in Virginia

See attachment:

Copy of Training Provider Non-Discrimination Policy

See attachment:

Suspension/Debarment Certification

See attachment:

Anti-Discrimination Certification

See attachment:

TRAINING PROGRAM APPLICATION

Program Offerings

Length of time to complete; number of credits to complete; semester or quarter credit.

- *Credit hours: Quarterly Program the longest program will be approximately 12 weeks*
- *Contact Time: Lecture 30 hours, Laboratory 10 hours*

Certification or licensure exams that a student will be eligible to sit for once they have completed the program

Our courses are mainly focused on the following industry certifications;



January 17, 2020

TO Whom It May Concern

Letter of Reference for Linxevre, Inc. and Mohamed Musa

My company, Zane Networks, LLC, has employed the services of Linxevre to deliver high quality infrastructure to my clients and Linxevre has delivered exemption quality and workmanship over the past several years.

Most recently, Linxevre provided communications infrastructure to extremely sensitive areas in the Adventist Health System hospital at Shady Grove. These treatment areas included all operating suites, Labor and Delivery suites plus the most challenging area, the Pediatric Intensive Care Unit. Infection control along with high quality and concern about infant patient health was of the utmost. Linxevre complete this work on two phase of the hospital upgrade over 2019 and the planning for phase 3 in 2020 will include Linxevre. Also, Linxevre's work passed inspection by JACHO without comment.

I want to thank Mr. Mohamed for his attention to detail, quality and timeliness. If you choose to engage Linxevre, you will be well served.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Stephen G. Whetstone'.

Stephen G. Whetstone, MS, BA

Strategic Development Director
Zane Networks, LLC.
1133 21st Street, NW, Suite M200
Washington, DC 20036
301 807-4113

swhetstone@zanenetworks.com

EDWOSB | CBE Certified | MBE/DBE Certified | EHNAC/MSO Certified | GSA 8a STARS II | GSA IT Schedule 70 | CIO-SP3 |
DC Supply Schedule

23 July 2020

To Whom IT May Concern:

Reference letter for Linxerve LLC as sub-contractor to SBTS Group LLC

Dear Sir or Madam,

I write to reference work done by Linxerve in various technology support activities with specific references to the following competencies and others which may not be referenced here mainly provide turnkey support with exceptional performance as a key member of the following work:

1. Provided technical support for our \$2,000,000 biometric registration systems rollout for the Social Security
 - a. Assembled all biometric kits for mobile registration units
 - b. Installed full user stations for 20 biometric stations in 2 different regional offices
 - c. Diagnosed connectivity issues during pilot issues
 - d. Helped install 200 user stations for
 - e. Trained the trainers on full system implementation
 - f. Provided end user support raining
 - g. Provided user manuals
 - h.
2. Maintenance phase:
 - a. Supervised hardware and software maintenance for biometric algorithm for false rejections and threshold management
 - b. Serviced all hardware including Logitech cameras, crossmatch fingerprint scanners, usb devices and more
3. Provided support to SBTS Group for Gemalto's biometric kits election bid for Sierra Leone over a 5 day periods with all biometric devices an water submerged kit testing.

Sincerely yours,

Evelyn A. Lewis
Chief Executive officer elewis@sbtsgroup.com

June 18, 2007

To Whom It May Concern:

It is my pleasure and privilege to be writing this letter to be a personal and character reference to Mohammed Musa. I have the pleasure to work with him on a daily basis in my capacity as the Hotel Manager of the Omni Shoreham Hotel in Washington, DC.

Mr. Musa served as the Assistant Director of Presentation Services Audio Visual (PSAV), which is a multi-million dollar company servicing Omni clients in a vendor capacity. Mr. Musa's leadership with PSAV has allowed his company to be more than just another hotel vendor; he has made us true partners.


He is reliable, honest, and trustworthy. With his diligence, he increased PSAV revenue by 14% over the work of his predecessor. His team became a much more reliable source of information and service to our hotel. When asked, he assists us with whatever our needs regardless if it falls outside his realm of responsibility.

Mr. Musa does not hesitate to go out of his way to assist others in need. He is generous with his knowledge and experience. On many occasions, he has acted as a direct liaison between the hotel and clients, ensuring positive results for all. He is a tireless worker; I have, on many occasions, witnessed him working from dawn to dusk to deliver on promised commitments.

My professional experiences with Mr. Musa make me believe, without a doubt, that he is a valuable and productive member of our society. His self-motivation, his determination, as well as his friendly and helpful demeanor towards others are a model for others to follow.

If you have any further questions regarding Mr. Musa, please do not hesitate to contact me. I will be happy to speak with you.

Sincerely,


Tracy M. Di Fulgo
Hotel Manager
Omni Shoreham Hotel
202-756-5109

OMNI  HOTELS

Omni Shoreham Hotel

Tracy M. Di Fulgo
HOTEL MANAGER

2500 Calvert Street, NW
Washington, DC 20008
(202) 756-5109 DIRECT
(202) 756-5100 FAX

www.omnihotels.com • tdifulgo@omnihotels.com

ATTACHMENT 1
TUITION REFUND POLICY

TUITION, FEES AND REFUNDS

General Payment Policies

All students are expected to pay tuition at the time of registration and or three (3) business days before start of class.

Forms of Payment

The school accepts the following forms of payments; cash, US personal checks, cashier's checks, money orders, and major credit cards (Visa, MasterCard, American Express, and Discover).

Installment Payment Plan Policy

All Students are expected to may full payment at registration and eligible to participate in our extended payment plan. This plan allows the student to make half the payment at registration and split the balance of the payment into two installment payments. First payment due one month from initial payment and two weeks after 3rd payment. If 1st payment is made by July 1st the 2nd payment is due August 1st and final payment is due August 15th.

Coupons, Special Promotions, Discounts

Special promotions are sometimes offered to new students. Please be sure to read the details of the promotion to take optimum advantage as they may be temporary.

Cancellation and Refund Policies

All Programs require a \$25.00 Registration fee that is not refundable. The student may choose to cancel their enrollment without penalty except for the \$25.00 application fee for up to three (3) business days after their registration and before the start of their first class.

If a student enrolls and withdraws or is discontinued after submission of the first completed lesson assignment, but prior to the completion of the program, minimum refunds shall be calculated as follows:

- a. A student that enters the school but withdraws or is terminated during the first quartile (25%) of the program should be entitled to minimum refund of 75% of the cost of the program.
- b. A student that enters the school but withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program should be entitled to a minimum refund of 50% of the cost of the program.
- c. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program should be entitled to a minimum refund of 25% of the cost of the program.
- d. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to refund.

Expenses incurred by the student for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other expenses are charged for separately.

Refunds for Books and Materials and other Expenses:

Once received by the student, books and other materials are the property of the student. Once distributed, the school does not accept merchandise returns and makes no refunds for these items

Tuition Payment Methods

LINXERVE Academy accepts tuition and fee payments via credit or debit card (Visa, MasterCard or American Express), cashier check or money order. Please note that credit and debit card payments may be assessed a processing fee by the financial institution processing payments.

Students Receiving Tuition Assistance

If an applicant or student enrolls in classes that are not covered under the terms of their tuition assistance, the student or applicant must either replace the courses with courses that are eligible or assume financial responsibility to pay the total amount of tuition and fees due for the courses that are not covered by the tuition assistance.

Please make sure that your total amount due for eligible classes is covered by anticipated funding or some other form of payment.

LINXERVE Academy administrative personnel are available to provide support services to applicants and students in a kind and professional manner.

Tuition Agreement

Each student must sign an agreement to guarantee payment for all enrolled courses. Students or applicants who need additional payment assistance should make an appointment to discuss LINXERVE Academy Tuition Plan.

Payment Deadlines

Payment deadlines are set one month or 30 days prior to the start of the term for students using LINXERVE Academy Tuition Plan and students that have tuition paid by a third party. If a class starts on August 30th, payment for the class is due by July 30th. All payments are due by 5 p.m. of the due day. Any late payments/arrangements must be first discussed with the Campus Director for approval.

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

Tuition refunds and debt forgiveness are granted for the following reasons:

Students may voluntarily drop from a program prior to the start date. (Which is the day after the 2nd class meeting)? If the class is not canceled by the announced date, please make sure that your total amount due for eligible classes is covered by anticipated funding or some other form of payment. LINXERVE Academy administrative personnel are available to provide support services to applicants and students in a kind and professional manner.

Refunds

Students who register for classes and pay tuition with a credit card or debit card will receive a refund back to the card used. Students who sign up for direct deposit will receive a refund into the bank account on file.

LINXERVE Academy has contracted a financial agency to process electronic payments and tuition refunds to students. Electronic refunds should be available approximately six business days after the refund request has been approved. Traditional check refunds that are mailed may take up to 14 business days to arrive at your postal address.

NOTE: Please verify that the Administration has your current name, address and date of birth correct in your record and on your LINXERVE Academy refund request application. All future refunds will be processed the same way unless you update your refund preference with Administration staff.

Special Circumstances Refunds

A student may request a refund or forgiveness of debt after the last date to add or drop a course because of one of these special circumstances:

- Medical issue that prevents you from attending class and continuing your studies
- Student death or the death of an immediate family member
- Administrative error made by LINXERVE Academy
- Extreme financial hardship
- National emergency which is declared by the President of our United States

Students may be eligible for a tuition refund or forgiveness of debt under the following special circumstances:

- Medical Emergency
- Psychiatric or Psychological Emergency
- Death
- LINXERVE Academy Administrative Error
- Extreme Financial Hardship

- National Emergency or Mobilization

Note: Your request must be submitted within 90 days of the qualifying occurrence date. If a special circumstances refund is approved; a prorated refund may be issued. Please review the refund table below for additional information. There are no refunds provided once 75% of the program has been completed.

ATTACHMENT 2

COPY OF VIRGINIA OVERSIGHT DOCUMENTATION



COMMONWEALTH of VIRGINIA

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA
James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Peter Blake
Director

(804) 225-2600
www.schev.edu

June 5, 2020

Mohamed Musa
LINXERVE Academy
5999 Stevenson Ave., Suite 340
Alexandria, VA 22304

Sent via email to: mkmusa@linxerve.com

Dear Mr. Musa:

I write to inform you that the State Council of Higher Education for Virginia (SCHEV) has certified LINXERVE Academy to operate as a postsecondary non-college degree school in the Commonwealth of Virginia effective June 5, 2020. LINXERVE Academy's Certificate to Operate (CTO) is enclosed.

All SCHEV certified institutions are required to operate according to relevant terms of the *Code of Virginia* (§23.1 et seq.) and the *Virginia Administrative Code* (§8VAC40-31 et seq.), which broadly prescribe standards for faculty qualifications; student record maintenance; and student protections. Please note that all certified postsecondary institutions are responsible for understanding and adhering to these standards and are subject to periodic audits to verify compliance with them. If an audit finds instances of non-compliance, SCHEV may pursue a range of remedies and corrective actions, including but not necessarily limited to revocation of the CTO. LINXERVE Academy should expect its first audit by SCHEV staff within the next 18 months.

LINXERVE Academy is now authorized to offer the following 12 programs:

<u>Credential</u>	<u>Program Name</u>	<u>Clock Hours</u>	<u>CIP Code</u>
1. Certificate	Certified Ethical Hacker	60	52.0211
2. Certificate	Comp TIA N+	50	11.0901
3. Certificate	Comp TIA S+	60	11.1003
4. Certificate	Cisco ICND1v3	50	11.0901
5. Certificate	Cisco ICND2v3	50	11.0901
6. Certificate	CISM Certification	60	52.0211
7. Certificate	CRF-220 Certification	60	43.0116
8. Certificate	JavaScript's Best Practices	50	15.1204
9. Certificate	SQL DBA	60	11.0299
10. Certificate	AWS Sys Ops	60	11.1001
11. Certificate	Quality Assurance Test	50	11.1204

LINXERVE Academy

June 5, 2020

Page 2

12. Certificate

MCSA-100

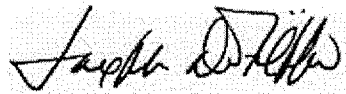
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Please note that LINXERVE Academy is required to obtain approval from SCHEV prior to advertising or offering instruction in any program of study not listed above.

If you have any questions regarding certification, re-certification, or compliance of your school in regards to the Code of Virginia, or the Virginia Administrative Code, please contact our office at (804) 225-3093 and your call will be directed to the appropriate staff member.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph G. DeFilippo". The signature is stylized with a large, looped "J" and a cursive "DeFilippo".

Joseph G. DeFilippo, Ph.D.

Director of Academic Affairs & Planning

ATTACHMENT 3

COPY OF LICENSE TO CONDUCT BUSINESS IN VIRGINIA

Commonwealth of Virginia



STATE CORPORATION COMMISSION

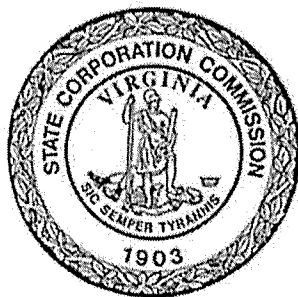
Richmond, July 2, 2020

This is to certify that the certificate of incorporation of

LINXERVE Academy

was this day issued and admitted to record in this office and that the said corporation is authorized to transact its business subject to all Virginia laws applicable to the corporation and its business.

Effective date: July 2, 2020



STATE CORPORATION COMMISSION

Attest:

Joel H. Beck

Clerk of the Commission

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

AT RICHMOND, JULY 2, 2020

The State Corporation Commission has found the accompanying articles of incorporation submitted on behalf of

LINXERVE Academy

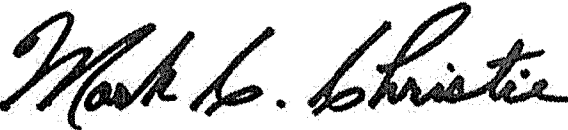
to comply with the requirements of law, and confirms payment of all required fees. Therefore, it is ORDERED that this

CERTIFICATE OF INCORPORATION

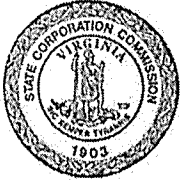
be issued and admitted to record with the articles of incorporation in the Office of the Clerk of the Commission, effective July 2, 2020.

The corporation is granted the authority conferred on it by law in accordance with the articles of incorporation, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By 

Mark C. Christie
Commissioner



COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

Office of the Clerk

July 2, 2020

Mohamed Kabiru Musa
5999 Stevenson Ave Ste 340
Alexandria, VA, 22304 - 3307

RE: LINXERVE Academy
SCC ID #: 11072769

Dear Customer:

A Personal Identification Number (PIN) is necessary for online filing of subsequent documents. The unique PIN for this business is: BE69PU.

This PIN is for permanent use and will not be changed annually by the SCC.

Sincerely,
Clerk's Office



Business License Statement

City of Alexandria

Finance Department

301 King Street, Room 1510, Alexandria, VA 22314

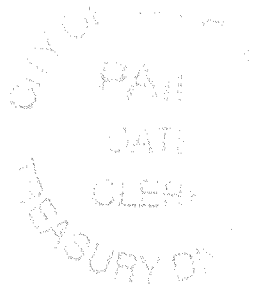
Phone: 703.746.3902 Fax: 703.706.3977

E-Mail: payments@alexandriava.gov

Musa, Mohamed K

5999 STEVENSON AVE UNIT:340

Alexandria, VA 22304



ACCOUNT #150194

DUE: 03/02/2020 AMOUNT: \$50.00

Billing Date: 01/21/2020
Trade Name: Linxerve Academy
Business Location: 5999 STEVENSON AVE
Address: UNIT:340
Alexandria, VA 22304

NOTICE

Please remember to pay this bill by **03/02/2020** to avoid additional penalty and interest.

DESCRIPTION

BILL INFORMATION

DESCRIPTION	BILL INFORMATION						
	BILL	ORIGINAL DUE DATE	TAX	FEES	PENALTIES / INTEREST	PAYMENTS / CREDITS	TOTAL
Tax Year 2020 - Business Svcs & Occupations							
2020 Estimated Gross Receipts:			\$141,000.00				
Tax Rate:			\$0.35 per \$100.00				
2020 Tax:			\$50.00				
			Total Due (if paid on or before 03/02/2020)				\$50.00

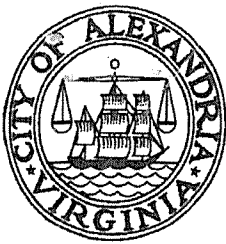
For Questions regarding the tax amount or assessment contact the Revenue Administration Division: 301 King Street Room 1700, Alexandria, VA 22314.

703.746.3903 BusinessTax@alexandriava.gov Mailing Address: P O Box 178, Alexandria, VA 22313

For Questions regarding the payment, penalties or interest contact the Treasury Division: 301 King Street Room 1510, Alexandria, VA 22314. 703.746.3902

Payments@alexandriava.gov Mailing Address: P O Box 323, Alexandria, VA 22313

KEEP THIS PORTION FOR YOUR RECORDS. YOUR CANCELLED CHECK IS YOUR RECEIPT



City of Alexandria 2020 Business License Application

Business Tax

City Hall - Room 1700

P.O. Box 178, Alexandria, VA 22313

Businessstax@alexandriava.gov

703.746.3903 alexandriava.gov/BusinessTax

150194
1/21/2020 gm

Owner's Name:

Mohamed K. Musa

Owner's Address:

2935 Rotterdam Loop

(Street)

Woodbridge VA

(Suite or Apt #)

(City)

(State)

22190

(Zip Code)

Individual ☒

Corporation ☐

LLC ☐

S Corp ☐

Partnership ☐

REQUIRED: If Partnership, provide on a separate sheet of paper the names and addresses of the all partners.

REQUIRED: If Corporation, provide name and address of Registered Agent.

REQUIRED: If LLC, provide member's name and social security number.

New Business ☒

or Transfer of Ownership ☐

Business Trade Name:

LINXERVE ACADEMY

Taxpayer Identification Number:

227-85-5892

(Federal Identification Number or Social Security Number)

Sales Tax Identification Number:

Business Location:

5999 Stevenson Ave Suite 340

(Street)

Alexandria VA

(Suite or Apt#)

(City)

(State)

22304

(Zip Code)

Business Telephone # (571) 298-1500

Fax # (571) 298-1501

X Date Business Began in Alexandria: 1/21/2020

Number of Employees in Alexandria:

Description of Business: IT Training Services License Type:

Business E-Mail Address: MKMUSA@Linxerve.com

NAICS Code Number:

(Enter 6 digit North American Industry Classification System (NAICS) Code(s) used for tax filings. NAICS Codes are available at <http://www.census.gov/eos/www/naics/index.html>)

Business Mailing Address:

5999 Stevenson Ave, Suite 340

(Street)

Alexandria VA

(Suite or Apt#)

(City)

(State)

22304

(Zip Code)

Bank Name:

BBIT

Do you own a vehicle(s) that is used for business purposes? (Check appropriate box)

If "Yes", provide VIN and percentage of vehicle's use for business.

☐

Yes

☒

No

Vehicle Identification Number:

Percentage of Business Use:

(Attached an additional page, if you have more than one vehicle.)

2020 Estimated Gross Receipts:

\$ 141,000.00

2019 Actual Gross Receipts:

\$

Signature:

[Signature]

Date:

1/22/2020

(An original signature of owner or authorized corporate representative is required.)

- For instructions on obtaining a license and filing for business personal property taxes, refer to the instructions on page 2 of this form.
- Please note that a business may require more than one business license if it engages in more than one business activity. (e.g. A retail store that also provide a professional consulting service or a restaurant that also retails packaged food or T-shirts.)
- To avoid a statutorily assessed business personal property tax bill, you must file a business personal property tax return on or before May 1. Business personal Property taxes are due on or before October 5.
- All licenses must be renewed annually by March 1 of each license year.

Thank you for choosing to do business in the City of Alexandria!



City of Alexandria

INTERDEPARTMENTAL FORM FOR APPROVALS, REFERRALS, AND REQUIREMENTS TO OBTAIN A BUSINESS LICENSE

Mohamed K. Musa LIXERE ACADEMY
 Applicant Name #340 Trade Name
5999 Stevenson Ave IT Training Services
 Business Address Nature of Business
Alexandria VA.

Zoning and code approvals, miscellaneous tax registrations and any other relevant permits or licenses must be submitted with the Business License Application. (Code approval is subject to zoning approval.)

1. ☐ Permit Center (One Stop Shop)
 Office of Building and Fire Code Administration
 301 King Street, 4th Floor, Room 4200
 Telephone: 703.746.4200

Zoning Approval

Zone: OCM(50) Use: private school
Commercial

☒ Approved ☐ Approved with restrictions ☐ Disapproved ☐ Add'l Info. Req'd

Zoning/Restrictions/Conditions: per Section 4-902 (I) for a private
school, commercial use.

January 21, 2020
 Date

Marlo G. Dr. Ford
 Signature

Code Approval

approved for continued use per C.O.# 8447

☒ No Additional Code Enforcement Permit Required

☐ Additional Permits Required - Applicant Notified

1-21-2020
 Date

[Signature]
 Signature

Registration: Miscellaneous Tax Package (if applicable)

☐ Meal Sales Tax
 (Restaurants and Carry Outs)
 Information Packet Received: _____

☐ Transient Lodging Tax
 (Hotel, Apartment Hotel, etc)
 Registration Packet Received: _____

☐ Short-Term Rental Tax
 (Vehicles, Equipment, etc)
 Application Received: _____

Additional Requirements: (if applicable)

2. ☐ Clerk of Circuit Court (Registration of Fictitious Trade Name)
 520 King St., Room 307, Telephone: 703.746.4044
<http://alexandriava.gov/clerkofcourt/default.aspx#businesses>
3. ☐ Transportation and Environmental Services (Traffic Division) (hauling, rickshaws, pedicabs, etc).
 City Hall, Room 4100, Telephone: 703.746.4025
4. ☐ Health Department (Health Permit) (beauty salons, massage therapists, restaurants, etc)
 4480 King St., Telephone: 703.746.4910
5. ☐ Police Department (Police Clearance and Permits) (antique dealers, check cashing, dealers of second hand articles, junk dealers, jewelry stores, pawnbrokers, precious metals, gems, and solicitors, etc)
6. ☐ Other: _____

[Signature]
 Taxpayer Signature

1/21/2020
 Date

ATTACHMENT 4

COPY OF TRAINING PROVIDER NON-DISCRIMINATION
POLICY

LINXERVE Students Rights & Non-Discrimination Policies

LINXERVE seeks to maintain an environment where students have the following rights as it pertains to:

Academic and Administrative Policies whereby students can expect academic and administrative policies that support intellectual inquiry, learning and growth.

Due Process whereby students can expect due process for alleged violations of the Student Code of Conduct. Due process includes reasonable notice of potentially adverse actions and an opportunity to be heard.

Education whereby students have access to quality faculty, academic technology, classrooms, online libraries, presentations and other resources necessary for the learning process.

Educational Resources whereby students can access high quality resources which support intellectual and social development.

Freedom of Expression whereby students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.

Freedom of Association whereby students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.

Freedom from Discrimination whereby students can expect to participate fully in the Institute without discrimination as defined by federal and state law and Institute regulations.

Grievance Process whereby students can access established procedures for respectfully presenting and addressing their concerns or complaints to the Institution.

Learning Beyond Formal Instruction whereby students can access a variety of activities beyond the classroom which support intellectual and personal development.

Participation whereby students have the right to participate or be represented by peers in influencing the Institution's policies that affect them.

Personal Growth whereby students can study in a setting that fosters personal growth.

Privacy whereby students are free of unreasonable intrusions into personal records and/or matters relevant to their identity and well-being.

Professional Responses from Administration whereby students can expect timely and courteous responses from the Institution's academic and administrative departments.

Safe Environment whereby students can function in their daily activities without unreasonable concerns for personal safety.

ATTACHMENT 5

COPY OF TRAINING PROVIDER GRIEVANCE PROCEDURE

Grievance Process

Students that have a complaint or grievance are required to complete a grievance form and submit it to Administration. Upon receipt of the complaint or grievance, the student shall be contacted by Administration within 2 business days. Grievance form is available at the Front Desk and on the company's website: www.linserveacademy.com

If a student is not satisfied with the outcome of any decision made by the LINXERVE Academy governing body, the State Council of Higher Education for Virginia (SCHEV) is a student's last resort in the grievance process. Students can mail their grievances to the following address:

State Council of Higher Education for Virginia, 101. N. 14TH Street. 10th Floor, James Monroe Building. Richmond VA.23219 or call 1-804 225 2600 for support and assistance.

Student(s) have the right to contact the Campus Director to complain or submit a grievance without fear of retaliation and without being subjected to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

STUDENT FEEDBACK AND COMPLAINTS

LINXERVE Academy wants to ensure that its students receive a quality academic experience within a professional context, so the school respects student opinions, suggestions, and complaints.

Informal Complaints (Definition)

Students' informal complaints are based on minor problems that do not have an immediate effect on the student's academic achievement, personal comfort and safety, or on the decision for a student to continue studying at the school.

Informal Complaints (Procedure)

Students who wish to make an informal complaint can file one on the school's website <http://www.linserveacademy.com> or fill out a form, located at the Front Desk. The Student Services staff will collect these and distribute them to the appropriate personnel for consideration. Students can also talk to the Student Services Administrator (or any other relevant administrative staff) in person to report their informal complaint.

Formal Complaints (Definition)

Students' formal complaints usually have an immediate effect on the student's academic achievement, personal comfort and safety, or the decision for a student to continue studying at the school.

Formal Complaints (Procedure)

A Formal Complaint must be in writing and contain:

The grievant(s)'s name, student identification number (if applicable), and contact information, including email address

- The name(s) of the respondent(s)
- A detailed description of the nature of the grievance and the actual harm suffered by the student
- A detailed description of attempts at informal resolution
- A detailed description of the relief sought
- Signature of complainant(s)
- Date of grievance submission

If the grievant(s) wishes to appeal the grievance decision, the student must submit an appeal to the Governing Board along with the Campus Director's, administrator's, or designee's written response to previous resolution attempts within ten (10) work days of receiving the decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline.

The student must initiate a complaint no later than thirty (30) workdays after the alleged incident. The student may be aided by the HR Manager in following procedures correctly. The Campus Director or designee receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their email address within fifteen (15) workdays of receiving the complaint. If the complaint is about a grade, please see the Grading Policy

Formal Complaints (Follow-Up)

The student must initiate a complaint no later than thirty (30) workdays after the alleged incident. The student may be aided by the HR Manager in following procedures correctly. The Campus Director or designee receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their email address within fifteen (15) workdays of receiving the complaint. If the complaint is about a grade, please see the Grading Policy

All complaints received by the school shall be addressed with confidentiality and promptness as regards the issues. No complainant will be subjected to any form of retaliation or abuse by a faculty member, student and administrator.

“The established grievance process of the school, which shall indicate that students should follow this process and may contact council staff to file a complaint about the school as a last resort. The written policy shall include a provision that students will not be subjected to adverse actions by any school officials as a result of initiating a complaint. Contact information as follows:

State Council of Higher Education for Virginia, 101. N. 14TH Street. 10th Floor, James Monroe Building. Richmond VA.23219 or call **1-804 225 2600** for support and assistance.

Student's Rights and Responsibilities

Speed: The resolution of Formal Student Complaints will occur as quickly as possible.

Fairness: Administrators will do their best to reach a fair and acceptable resolution.

Honesty: Formal Student Complaints are a serious matter, so students and administrators should be as truthful as possible in their reporting.

Conflict-Resolution: The Formal Complaint Procedure is intended to resolve conflicts. It is not intended to lay blame, assign punishment, or create more conflict. While the needs and concerns of students are important, administrators will likewise be sensitive to the needs of other personnel or students who are involved in the case.

Record Keeping: The school maintains records of formal student complaints for future reference and self-reviews. A copy of the complaint and the resolution is kept in both the student's file and the school's formal complaint file, and another copy is forwarded to the Director.

Confidentiality: Formal complaints, as well as the resolution of such complaints, are considered confidential. Only the Director, those parties involved in the resolution of the complaint, and other administrators involved in the case will be able to access the complaint files.

Please note that lodging complaints will not affect students' status, evaluation, or treatment at LINXERVE Academy.

ATTACHMENT 6
SUSPENSION/DEBARMENT CERTIFICATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER 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.

LIXERVE Academy

Organization



Authorized Signature

6/10/2020

Date

Mohamed K. Musq

Printed Name and Title

ATTACHMENT 7
ANTI-DISCRIMINATION CERTIFICATION

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:

- 1) 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.
- 4) 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.
- 7) 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:

- 1) Will collect and maintain data necessary to show compliance with the non-discrimination 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.
- 3) 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.
- 4) 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.

LINXERVE Academy

Organization

[Signature]

Authorized Signature

6/10/2020

ATTACHMENT 8
DESCRIPTION OF TRAINING

Course outline.

LINXERVE Academy offers many different IT related certification classes ranging from complete beginners to highly advanced. Our courses lead to many IT related industry certifications that are high for many employers

At LINXERVE Academy our classes are designed to reflect employer's needs. We are a vocational project-based learning center. We offer varieties of programs and we focus on

<i>Course title</i>	<i>Length</i>	<i>Instruction Type</i>	<i>Contact Hours</i>	<i>Lab</i>	<i>Total</i>
<i>CompTIA Network+</i>	<i>8 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>10</i>	<i>40</i>
<i>CompTIA Security+</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>40</i>	<i>10</i>	<i>50</i>
<i>Cisco CCNA</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>20</i>	<i>50</i>
<i>CEH_Certified Ethical Hacker</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>40</i>	<i>20</i>	<i>60</i>
<i>CISM</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>10</i>	<i>40</i>
<i>CRF_310</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>20</i>	<i>50</i>
<i>AWS SysOps Certifications</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>20</i>	<i>30</i>	<i>50</i>
<i>Database Administrator</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>20</i>	<i>50</i>
<i>JavaScript Best Practices</i>	<i>8 Weeks</i>	<i>Face to Face</i>	<i>20</i>	<i>20</i>	<i>40</i>
<i>Quality Testing (QA)</i>	<i>8 Weeks</i>	<i>Face to Face</i>	<i>20</i>	<i>20</i>	<i>40</i>
<i>MCSA Office 365</i>	<i>12 Weeks</i>	<i>Face to Face</i>	<i>40</i>	<i>32</i>	<i>72</i>

Method will instruction

The method of delivery will be a face-to-face learning and teaching environment. We do not intend to offer online delivery method now. We will work on mastering the onsite method of delivery before seeking to add e-learning in the future.



Training Program Application

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

1. Training Organization LINXERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name CompTIA N+			
4. Program or course description <i>This course will introduce student to networking, including network standards, network communications, working with TCP/IP, network devices, WAN, remote access, network security, monitoring and troubleshooting</i>			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours <i>Contact hrs: 30 Lab hrs: 20 Total hrs: 50</i>	7. Number of training weeks or hours 8 weeks	8. Minimum Class Size 6
9. Is curriculum certified by an accrediting agency or similar national standardization program: (Yes if yes specify) CompTIA/SCHV No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained. <i>Please refer to attachment 1</i>			
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. <i>- Network Technician - Network Administrator - Network Support</i>			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. (Yes) No CompTIA Network + Certificate			
13. Is this a stackable credential, part 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:

No current business support, please see the attachment.

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

Currently all training is done on campus site and is instructor led to all courses.

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

Our policy on support for individuals with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
--	----------

19. Tuition (check all items included in Tuition)	\$ 1,175.00
---	-------------

Books	\$
-------	----

Required Supplies(Tools, uniforms, etc.	\$
---	----

Testing/Exam Cost	\$
-------------------	----

Licensure/Certification Cost(s)	\$
---------------------------------	----

Other Required Fees	\$
---------------------	----

20. Total Cost to Complete Curriculum/Course	\$ 1,200.00
--	-------------

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization LINXERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name CompTIA Security +			
4. Program or course description <i>This course will teach student about identifying security fundamentals and threats, analysing risk, conducting security assessments, implementing network, operational, host and software security. It is mainly targeted to candidates who wants to build career in IT Security</i>			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours <i>Contact hrs: 40 Lab hrs: 10 Total hrs: 50</i>	7. Number of training weeks or hours 10 weeks	8. Minimum Class Size 6
9. Is curriculum certified by an accrediting agency or similar national standardization program: (Yes) (if yes specify) CompTIA / SCHEV No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained. <i>Please refer to attachment 1</i>			
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. <i>- Information Security Analyst - Computer and Information Systems Manager - Information System Security Officer (ISSO)</i>			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. (Yes) No CompTIA Security + certificate			
13. Is this a stackable credential, part 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:

No current business support, please see the attachment.

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

Currently all training is done on campus site and is instructor led for all courses.

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

Our policy on support for individual with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 1,475.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 1,500.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization <i>LINXERVE Academy</i>			
2. Contact Person – Name & Title <i>Mohamed Muna, President/CEO</i>			
3. Training Program or stand-alone course name <i>Cisco Certified Network Associate (CCNA)</i>			
4. Program or course description <i>This course teach students to manage routers and switches, IP connectivity, ACLs, VLAN, routing dynamic, and basic SDWAN solutions. The candidate could implement mid-sized scalable network and troubleshoot it.</i>			
5. Year Program Established <i>2020</i>	6. Total Credit or Curriculum Hours <i>Contact hrs: 30</i> <i>Lab hrs: 20</i> <i>Total hrs: 50</i>	7. Number of training weeks or hours <i>8 weeks</i>	8. Minimum Class Size <i>6</i>
9. Is curriculum certified by an accrediting agency or similar national standardization program: <i>(Yes)(if yes specify) CISCO / SCHEV</i> No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. <i>- Network Administrator - Level-2 Network Associate</i> <i>- Network Engineer</i>			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <i>(Yes)</i> No <i>CCNA</i>			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <i>(Yes)</i> No			
14. Was this training developed in partnership with a business? Yes <i>(No)</i> If yes, Name of Business(s):			

15. List Businesses that support this training program:

No current business support, please see the attachment

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

Currently all training is done on campus site and is instructor led to all courses.

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

Our policy on support for individual with barriers or disabilities is attached

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 2,375.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 2,400.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization LINXERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name Certified Ethical Hacker			
4. Program or course description			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours Contact hrs: 40 Lab hrs: 20 Total hrs: 60	7. Number of training weeks or hours 10 Weeks	8. Minimum Class Size 4
9. Is curriculum certified by an accrediting agency or similar national standardization program: (Yes) (if yes specify) EC-Council/SCHEV No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. - Information Security Analyst - Computer Network Support Specialist (Security) - Computer Network Architect - Cybersecurity Analyst			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. (Yes) No Certified Ethical Hacker (CEH)			
13. Is this a stackable credential, part 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:

No current business support, please see the attachment

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

currently all trainings are done on campus site and is instructor led for all courses.

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

Our policy on support for individuals with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 2375.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 2,400.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document

22. Is a High School Diploma or GED required:

☒ Yes

☐ No



Training Program Application

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

1. Training Organization LINXERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name Certified Information Security Manager (CISM)			
4. Program or course description <i>It teaches students about information security governance, information risk management, information security program development and information security incident management.</i>			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours 60 hrs	7. Number of training weeks or hours 10 weeks	8. Minimum Class Size 4
9. Is curriculum certified by an accrediting agency or similar national standardization program: (Yes) (if yes specify) ISACA, CISM/SCHER No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. - Information Security Manager - Cyber Controls Validation Manager - Information Assurance Manager			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. (Yes) No CISM			
13. Is this a stackable credential, part 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:

No current business support, please see the attachment.

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

Currently all training is done on campus site and is instructor led for all courses.

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

Our policy on support for individual with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 2,375.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 2,400.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization <i>LINXERVE Academy</i>			
2. Contact Person – Name & Title <i>Mohamed Musa, President/CEO</i>			
3. Training Program or stand-alone course name <i>CyberSec First Responder (CFR-310)</i>			
4. Program or course description <i>This course will teach students about cybersec First Responder threat detection and response. It is designed for security professionals pursuing career in defensive aspect of security.</i>			
5. Year Program Established <i>2020</i>	6. Total Credit or Curriculum Hours <i>contact hrs: 30</i> <i>Lab hrs: 20</i> <i>Total hrs: 50</i>	7. Number of training weeks or hours <i>10 weeks</i>	8. Minimum Class Size <i>4</i>
9. Is curriculum certified by an accrediting agency or similar national standardization program: <i>(Yes) (if yes specify) Cert Nexus / SCHEV No</i>			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. <i>- cyber Incident Responder - cyber security Analyst</i>			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <i>(Yes) No CFR-310</i>			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <i>(Yes) No</i>			
14. Was this training developed in partnership with a business? Yes <i>(No)</i> If yes, Name of Business(s):			

15. List Businesses that support this training program:

No current business support, please see the attachment.

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

Currently all training is done on campus site and is instructor led to all courses

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

Our policy on support for individuals with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 2,375.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 2,400.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document.

22. Is a High School Diploma or GED required:

☒ Yes

☐ No



Training Program Application

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

1. Training Organization LINXERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name AWS SysOps			
4. Program or course description <i>This course will teach student about AWS cloud computing, AWS fundamentals services, security and identify the access management, AWS databases, elasticity and management tools.</i>			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours <i>Contact hrs: 20 Lab hrs: 30 Total hrs: 50</i>	7. Number of training weeks or hours 10 weeks	8. Minimum Class Size 4
9. Is curriculum certified by an accrediting agency or similar national standardization program: (Yes) (if yes specify) AWS No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. - AWS Infrastructure System Engineer - AWS SysOps Engineer - AWS SysOps Administrator			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. (Yes) No AWS SysOps certificate			
13. Is this a stackable credential, part 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:

No current business support

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

Currently all training is done on campus site and is instructor led for all courses.

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

Our policy on support for individual with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 2,375.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 2,400.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization LINXERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name SQL DBA			
4. Program or course description In this course students learn how to create, query, and modify complex and highly scalable database using SQL and PL/SQL, and optimize, maintain, troubleshoot, secure, and monitor database. It includes stored procedure, backup			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours Contact hrs: 30 Lab hrs: 20 Total hrs: 50	7. Number of training weeks or hours 10 weeks	8. Minimum Class Size 6
9. Is curriculum certified by an accrediting agency or similar national standardization program: <input checked="" type="radio"/> (if yes specify) Microsoft / SCHEV No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. - Database Administrator - SQL Administrator - DBA consultant			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <input checked="" type="radio"/> Yes No			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <input checked="" type="radio"/> Yes No			
14. Was this training developed in partnership with a business? Yes <input checked="" type="radio"/> No			
If yes, Name of Business(s):			

15. List Businesses that support this training program:

No current business support, please see the attachment.

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

Currently all training is done on campus site and is instructor led for all courses

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

Our policy on support for individual with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 2,375.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 2,400.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization LINERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name JavaScript Best Practices			
4. Program or course description This course will teach students about JavaScript best practices			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours Contact hrs: 20 Lab hrs: 40 Total hrs: 60	7. Number of training weeks or hours 12 weeks	8. Minimum Class Size 6
9. Is curriculum certified by an accrediting agency or similar national standardization program: (Yes) (if yes specify) Competency Based / No SCHEV			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. - Web Developer - JavaScript Developer - Front End Web Developer			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. (Yes) No LINERVE Academy			
13. Is this a stackable credential, part 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:

No current business support, please see the attachment.

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

Currently all training is done on campus site and is instructor led for all courses.

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

Our policy on support for individual with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 1,275.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 1,300.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document.

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization LINXERVE ACADEMY			
2. Contact Person – Name & Title Mohamed Musa, President/CEO			
3. Training Program or stand-alone course name QA Testing			
4. Program or course description <i>This course covers various aspects of the QA world from basic high tech companies work methodologies such as Scrum, SDLC methodologies, and identifying the various roles of individuals on chain of command</i>			
5. Year Program Established 2020	6. Total Credit or Curriculum Hours <i>Contact hrs: 20 Lab hrs: 20 Total hrs: 40</i>	7. Number of training weeks or hours 8 weeks	8. Minimum Class Size 6
9. Is curriculum certified by an accrediting agency or similar national standardization program: (Yes) (if yes specify) Competency Based / SCHEV No			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. - QA Specialist - QA Manager - QA Analyst			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. (Yes) No LINXERVE Academy			
13. Is this a stackable credential, part 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:

No current business support, please see the attachment.

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

Currently all trainings are done on campus site and is currently instructor led for all courses

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

Our policy on support for individuals with barriers or disabilities is attached.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
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19. Tuition (check all items included in Tuition)	\$ 2,375.00
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Books	\$
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Required Supplies(Tools, uniforms, etc.	\$
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Testing/Exam Cost	\$
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Licensure/Certification Cost(s)	\$
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Other Required Fees	\$
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20. Total Cost to Complete Curriculum/Course	\$ 2,400.00
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Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document.

22. Is a High School Diploma or GED required:

Yes

No



Training Program Application

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

1. Training Organization <i>LINXERVE Academy</i>			
2. Contact Person – Name & Title <i>Mohamed Musa, CEO/President</i>			
3. Training Program or stand-alone course name <i>Microsoft MCSA: Office 365</i>			
4. Program or course description <i>It teaches the candidates evaluating, planning, deploying, and operating office 365 services, including it identities, dependencies and supporting tools.</i>			
5. Year Program Established <i>2020</i>	6. Total Credit or Curriculum Hours <i>contact hrs: 40</i> <i>Lab hrs: 32</i> <i>Total hrs: 72</i>	7. Number of training weeks or hours <i>10 Weeks</i>	8. Minimum Class Size <i>6</i>
9. Is curriculum certified by an accrediting agency or similar national standardization program: <i>(Yes) (if yes specify) Microsoft / SCHEV No</i>			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. <i>- System Administrator - Microsoft Administrator</i> <i>- Level-2 Administrator</i>			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <i>(Yes) No Microsoft MCSA</i>			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? <i>(Yes) No</i>			
14. Was this training developed in partnership with a business? Yes <i>(No)</i> If yes, Name of Business(s):			

15. List Businesses that support this training program:

No current business support, please see the attachment

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

Currently all training is done on campus site and is instructor led for all courses

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

Our policy on support for individuals with barriers or disabilities is in attachment

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 25.00
19. Tuition (check all items included in Tuition)	\$ 3,375.00
Books	\$
Required Supplies(Tools, uniforms, etc.	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 3,400.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

Please see the attached document.

22. Is a High School Diploma or GED required:

Yes

No

ATTACHMENT 9
SKILLS TO BE OBTAINED

Course outline.

LINXERVE Academy offers many different IT related certification classes ranging from complete beginners to highly advanced. Our courses lead to many IT related industry certifications that are high for many employers

At LINXERVE Academy our classes are designed to reflect employer's needs. We are a vocational project-based learning center. We offer varieties of programs and we focus on

<i>Course title</i>	<i>Length</i>	<i>Instruction Type</i>	<i>Contact Hours</i>	<i>Lab</i>	<i>Total</i>
<i>CompTIA Network+</i>	<i>8 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>10</i>	<i>40</i>
<i>CompTIA Security+</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>40</i>	<i>10</i>	<i>50</i>
<i>Cisco CCNA</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>20</i>	<i>50</i>
<i>CEH_Certified Ethical Hacker</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>40</i>	<i>20</i>	<i>60</i>
<i>CISM</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>10</i>	<i>40</i>
<i>CRF_310</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>20</i>	<i>50</i>
<i>AWS SysOps Certifications</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>20</i>	<i>30</i>	<i>50</i>
<i>Database Administrator</i>	<i>10 Weeks</i>	<i>Face to Face</i>	<i>30</i>	<i>20</i>	<i>50</i>
<i>JavaScript Best Practices</i>	<i>8 Weeks</i>	<i>Face to Face</i>	<i>20</i>	<i>20</i>	<i>40</i>
<i>Quality Testing (QA)</i>	<i>8 Weeks</i>	<i>Face to Face</i>	<i>20</i>	<i>20</i>	<i>40</i>
<i>MCSA Office 365</i>	<i>12 Weeks</i>	<i>Face to Face</i>	<i>40</i>	<i>32</i>	<i>72</i>

Method will instruction

The method of delivery will be a face-to-face learning and teaching environment. We do not intend to offer online delivery method now. We will work on mastering the onsite method of delivery before seeking to add e-learning in the future.

Course Descriptions and Learning Outcomes.

ComTIA A+.

Course Description

Certification (Exam) is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners.

This exam will certify the successful candidate has the knowledge and skills required to troubleshoot, configure, and manage common network devices; establish basic network connectivity; understand and maintain network documentation; identify network limitations and weaknesses; and implement network security, standards, and protocols. The candidate will have a basic understanding of enterprise technologies, including cloud and virtualization technologies.

CompTIA Network+ is accredited by ANSI to show compliance with the ISO 17024 Standard and, as such, undergoes regular reviews and updates to the exam objectives.

This course will introduce students to networking, including network standards, network communications, working with TCP/IP, network devices, wide area networks, remote access, network security, building highly available and scalable networks, and maintenance, monitoring, and troubleshooting.

Course Learning Outcomes

After completing this course, the student must demonstrate the knowledge and ability to:

- 1. Independently understand basic computer network technology.*
- 2. Understand and explain Data Communications System and its components.*
- 3. Identify the different types of network topologies and protocols.*
- 4. Enumerate the layers of the OSI model and TCP/IP. Explain the function(s) of each layer.*
- 5. Identify the different types of network devices and their functions within a network*
- 6. Understand and building the skills of sub-netting and routing mechanisms.*
- 7. Familiarity with the basic protocols of computer networks, and how they can be used to assist in network design and implementation*

Course Content

- Introduction*
- Introduction to Networking*
- Network Standards*
- Network Communications*

- *Working with TCP/IP*
- *Network Devices*
- *Wide Area Networks*
- *Remote Access*
- *Network Security*
- *Building Highly Available and Scalable Networks*
- *Maintenance, Monitoring, and Troubleshooting*
- *Conclusion*

Prerequisite

LINXERVE Academy provides all year-round admissions. LINXERVE academy does not discriminate based on gender, race, ethnic origin, sexual orientation, religion, disability or on any other basis outlined by applicable federal, state, and local law. All applicants must be over 18 years of age.

- *One form of identification (State ID or Driver's License, or Passport)*
- *And in addition, a prospective student must present the following:*
- *A certified copy of a High school diploma*
- *Or GED or equivalent*
- *Or Two-year college transcript*
- *A signed completed Student Admission Application*
- *A signed completed Student Enrollment Agreement with a \$25.00 non-refundable fee*
- *The necessary financial resources along with a valid ID*
- *Record of secondary school level education from a foreign Institution (Transcript in English)*

Jobs

Network Administrator

- *Network Technician*
- *Network Support*

Certification Body

SCHEV CompTIA

CompTIA Security+

Course Description:

This course is designed to provide students with the fundamentals of computer security, and to help prepare for the CompTIA Security+ exam. It covers material related to general computer security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security. Students gain knowledge in capturing, analyzing and generating IP traffic, how to exploit protocol weaknesses and examine defensive solutions. Packet filtering, password policies and file integrity checking are also covered.

Course Outcomes:

- Demonstrate knowledge of security threats
- Create security policies to secure files and print resources
- Demonstrate knowledge of cryptography, access control and authentication
- Prevent against external attack
- Demonstrate knowledge of operational and organization security

Course Content

- Threats, attacks and Vulnerabilities
- Technologies and Tools
- Architecture and Design
- Identity and Access management
- Risk Management
- Cryptography and PKI

Prerequisite

LINXERVE Academy provides all year-round admissions. LINXERVE academy does not discriminate based on gender, race, ethnic origin, sexual orientation, religion, disability or on any other basis outlined by applicable federal, state, and local law. All applicants must be over 18 years of age.

- *One form of identification (State ID or Driver's License, or Passport)*
- *And in addition, a prospective student must present the following:*
- *A certified copy of a High school diploma*
- *Or GED or equivalent*
- *Or Two-year college transcript*
- *A signed completed Student Admission Application*
- *A signed completed Student Enrollment Agreement with a \$25.00 non-refundable fee*

- *The necessary financial resources along with a valid ID*
- *Record of secondary school level education from a foreign Institution (Transcript in English)*

Jobs

Information Security Analyst Associate

- *Information System Security Officer (ISSO)*
- *Computer and Information Systems Manager*

Certification Body SCHEV CompTIA

CCNA_Cisco Certified Network Certification:

CCNA (Cisco Certified Network Associate)

Course Description:

This is designed to prepare the applicants to identify, design and recommend the best Cisco solutions for small to medium-sized businesses. It provides the installation, configuration, and troubleshooting information that technical support people require to install and configure the Cisco products sold through two tier distributions. Lectures, labs and interactive cases are provided to increase your understanding of the products and to best position them to meet customers' requirements. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills.

Course Learning Outcomes:

As a networking professional, you will cultivate industry-supported skills and credentials that you will be able to transfer to future employment opportunities. With your CCNA certification, you will be able to demonstrate and promote the fact that you have the necessary skills to do your job effectively and you are certified by the leader in Network Technologies.

Course Content :

- *Explain the role and function of network components*
- *Describe characteristics of network topology architectures*
- *Compare physical interface and cabling types*
- *Identify interface and cable issues (collisions, errors, mismatch duplex, and/or speed)*
- *Compare TCP to UDP*
- *Configure and verify IPv4 addressing and subnetting*
- *Describe the need for private IPv4 addressing*
- *Configure and verify IPv6 addressing and prefix*
- *Compare IPv6 address types*
- *Verify IP parameters for Client OS (Windows, Mac OS, Linux)*
- *Describe wireless principles*
- *Explain virtualization fundamentals (virtual machines)*
- *Describe switching concepts*
- *Network Access*
- *Configure and verify VLANs (normal range) spanning multiple switches*
- *Configure and verify Interswitch connectivity*
- *Configure and verify Layer 2 discovery protocols (Cisco Discovery Protocol and LLDP)*
- *Configure and verify (Layer 2/Layer 3) EtherChannel (LACP)*
- *Describe the need for and basic operations of Rapid PVST+ Spanning Tree Protocol and identify basic operations*
- *Compare Cisco Wireless Architectures and AP modes*
- *Describe physical infrastructure connections of WLAN components (AP, WLC, access/trunk ports, and LAG)*

- *Describe AP and WLC management access connections (Telnet, SSH, HTTP, HTTPS, console, and TACACS+/RADIUS)*
- *Configure the components of a wireless LAN access for client connectivity using GUI only such as WLAN creation, security settings, QoS profiles, and advanced WLAN settings*
- *IP Connectivity*
- *Interpret the components of routing table*
- *Determine how a router makes a forwarding decision by default*
- *Configure and verify IPv4 and IPv6 static routing*
- *Configure and verify single area OSPFv2*
- *Describe the purpose of first hop redundancy protocol*
- *IP Services*
- *Configure and verify inside source NAT using static and pools*
- *Configure and verify NTP operating in a client and server mode*
- *Explain the role of DHCP and DNS within the network*
- *Explain the function of SNMP in network operations*
- *Describe the use of syslog features including facilities and levels*
- *Configure and verify DHCP client and relay*
- *Explain the forwarding per-hop behavior (PHB) for QoS such as classification, marking, queuing, congestion, policing, shaping*
- *Configure network devices for remote access using SSH*
- *Describe the capabilities and function of TFTP/FTP in the network*
- *Security Fundamentals*
- *Define key security concepts (threats, vulnerabilities, exploits, and mitigation techniques)*
- *Describe security program elements (user awareness, training, and physical access control)*
- *Configure device access control using local passwords*
- *Describe security password policies elements, such as management, complexity, and password alternatives (multifactor authentication, certificates, and biometrics)*
- *Describe remote access and site-to-site VPNs*
- *Configure and verify access control lists*
- *Configure Layer 2 security features (DHCP snooping, dynamic ARP inspection, and port security)*
- *Differentiate authentication, authorization, and accounting concepts*
- *Describe wireless security protocols (WPA, WPA2, and WPA3)*
- *Configure WLAN using WPA2 PSK using the GUI*
- *Automation and Programmability*
- *Explain how automation impacts network management*
- *Compare traditional networks with controller-based networking*
- *Describe controller-based and software defined architectures (overlay, underlay, and fabric)*
- *Describe characteristics of REST-based APIs (CRUD, HTTP verbs, and data encoding)*
- *Recognize the capabilities of configuration management mechanisms Puppet, Chef, and Ansible*
- *Interpret JSON encoded data*

Prerequisite

LINXERVE Academy provides all year-round admissions. LINXERVE academy does not discriminate based on gender, race, ethnic origin, sexual orientation, religion, disability or on any other basis outlined by applicable federal, state, and local law. All applicants must be over 18 years of age.

- *One form of identification (State ID or Driver's License, or Passport)*
- *And in addition, a prospective student must present the following:*
- *A certified copy of a High school diploma*
- *Or GED or equivalent*
- *Or Two-year college transcript*
- *A signed completed Student Admission Application*
- *A signed completed Student Enrollment Agreement with a \$25.00 non-refundable fee*
- *The necessary financial resources along with a valid ID*
- *Record of secondary school level education from a foreign Institution (Transcript in English)*

Jobs

Network Administrator

- *Network Engineer*
- *Network Support*

Certification Body SCHEV Cisco

CEH_Certified Ethical Hacker

Course Description

This course is designed to help prepare for the EC-Council Certified Ethical Hacker certifications. The course is structured knowledge base needed to probe, discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. Focus is on penetration-testing tools and techniques to protect computer networks

*Course Learning Outcomes**

After completing this course, students should be able to

- *Apply laws and regulations relevant to computer systems in order to practice ethical hacking*
- *Analyze and examine different methods for penetrating and/or attacking networks*
- *Assess system vulnerability and exposure to develop an overall organizational security posture*
- *Conduct penetration testing to measure overall security posture*

Course Content

Introduction to Ethical Hacking.

- *Foot printing and Reconnaissance.*
- *Scanning Networks.*
- *Enumeration.*
- *System Hacking.*
- *Trojans and Backdoors.*
- *Viruses and Worms.*
- *Sniffers and Session Hijacking.*
- *Social Engineering*
- *Denial of Service.*
- *Webservers and Applications.*
- *Hacking Wireless Networks.*
- *IDS, Firewalls, and Honeypots.*
- *Buffer Overflows.*

- *Cryptography.*
- *Penetration Testing.*

Prerequisite

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Jobs

Information Security Analyst

- *Computer Network Support Specialist (Security)*
- *Cyber Security Analyst*

Certification Body SCHEV EC-Council

Certified Information Security Manager (CISM)

Course Description:

The Certified Information Security Manager (CISM) certification by ISACA was designed for cyber security management Personnel. This certification ensures that global cyber security and information assurance managers are equipped to prepare their organization with security and assurance best practices throughout all reaches of the organization that interact with any data systems. The CISM is ANSI accredited and has a global position as a leader in the field of information assurance management.

This course teaches students about information security governance, information risk management, information security program management. It enables students to see information risk management as the basis of information security and know the tools how to use tools that mitigate some of the risk as they arise. Additionally, material on broader issues are included, such as how to govern information security, and information on practical issues, which include developing and managing information security program that enables quick and rapid respond to incidents and risk mitigation. This hands-on training course is designed to prepare students with the skills they need both to pass the CISM certification and be equipment to assume and maintain security management level positions.

- *Information Security Governance*
- *Information Risk Management and Compliance*
- *Information Security Program Development and Management*
- *Information Security Incident Management*

Course Learning Outcomes•

Provide guidance, leadership, and training to information security employees

- *Review, implement, document, and update policies and procedures related to information security for the organization*
- *Manage security audits and threat and vulnerability assessments*
- *Direct responses to any network or system intrusions*
- *Ensure that all legal and contractual information security are compliant with rules and regulations and communicating with executive management via compliance reports and audit findings*
- *Detecting and preventing intrusion*
- *Implement and manage strategies to protect network security overall*
- *Manage the information security team and their every day job expectations*
- *Evaluate costs and budget for technology changes*

- *Hire new staff and obtain new resources for future technology requirements and projects*

Course Content:

- *Domain 01 - Information Security Governance*
- *Domain 02 - Information Risk Management*
- *Domain 03 - Information Security Program Development*
- *Domain 04 - Information Security Incident Management*
- *Conclusion*

Prerequisite

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Jobs

Information Security Manager

- *Cyber Controls Validation Manager*
- *Information Assurance Manager*

Certification Body SCHEV CISM

Cyber Security First Responder (CRF-220)

Course Description

This course will teach students about Cyber Sec First Responder: Threat Detection and Response. It is designed for the security professionals pursuing career in defensive aspect of security.

Course Learning Outcomes

- *Assess information security risk in the IT infrastructure*
- *Create and implement information assurance lifecycle*
- *Analyze threats to the IT infrastructure*
- *Assess the security posture within a risk management framework*
- *Collect cyber security intelligence information*
- *Analyze collected intelligence to define actionable response*
- *Conduct security audits*
- *Respond and investigate cyber security incidents*

Course Content

- *Assessing Information Security Risk*
- *Analyzing the Threat Landscape*
- *Analyzing Reconnaissance Threats to Computing and Network Environments*
- *Analyzing Attacks on Computing and Network Environments*
- *Analyzing Post-Attack Techniques*
- *Evaluating the Organization's Security Posture*
- *Collecting Cyber Security Intelligence*
- *Analyzing Log Data*
- *Performing Active Asset and Network Analysis*
- *Responding to Cyber Security Incidents*
- *Investigating Cyber Security Incident*

Prerequisite

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- *The necessary financial resources along with a valid ID*
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Jobs

- *Cyber Incident Responder*
- *Cyber Security Analyst*

Certification Body SCHEV CertNexus

AWS SysOps Certification

AWS SysOps Certification

Course Description:

This course will teach students about AWS cloud computing, AWS foundational services, Security and identify the access management, AWS Databases and Elasticity and management tools. The AWS certification is mainly targeted to those candidates who interested in learning how to get started with using AWS, SysOps administrators, solution architects and developers interested in using AWS services and Individuals responsible for articulating the technical benefits of AWS services to customers. The AWS exam verifies that the candidate possesses the fundamental knowledge and proven skills in the area of AWS platform.

Course Learning Outcomes

Upon successful completion of this course, students should be able to:

- 1. Pass the AWS Platform certification exam with confidence*
- 2. Understand AWS, its functions, and its components*
- 3. Become an effective IT (cloud) technician in a business environment*
- 4. Performing basic Amazon Web Services*

Course Content

- Introduction to AWS Cloud Computing*
- AWS Foundational Services*
- Security and Identity Access Management*
- AWS Databases*
- Elasticity and Management Tools*
- Conclusion*

Prerequisite

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- *Or Two-year college transcript*
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- *Record of secondary school level education from a foreign Institution (Transcript in English*

Jobs

- *AWS Infrastructure System Engineer*
- *AWS SysOps Engineer*
- *AWS SysOps Administrator*
- *AWS Support*

Certification Body SCHEV AWS

Database Administrator

Course Description:

It is the role of the IT professional to develop, deploy, manage and integrate data and information systems to support the organization. This knowledge area includes the collection, organization, modeling, transformation, presentation, safety and security of the data and information. This course covers a wide range of subjects in Database Administration. The students will have a hands-on training about installation, configuration, administration, performance, backup and recovery, and enterprise services of databases.

Course Objectives:

- To introduce students about the concepts of database administration
- To teach students about different types of databases.
- Hands-on/training on database creation, modification, and administering.
- To introduce students about the topics related with data and knowledge management.

Course Content

- Introduction to Database Administration
- Creating the Database Environment
- Database Change Management
- Performance Management
- System Performance
- Database Performance
- Application Performance
- Proactive Maintenance
- Backup and Recovery Concepts

Course Outcomes:

- Upon finishing this course, the student should:
- Distinguish between data administration and database administration
- Explain the concept of system performance, backup and recovery
- Describe client-server database architecture
- Describe an n-tier database architecture
- Be able to design and implement computer-based system using DBMS.

Prerequisite

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- *The necessary financial resources along with a valid ID*
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Jobs

- *Database Administrator*
- *SQL Administrator*
- *DBA Consultant*

Certification Body SCHEV Microsoft

JavaScript Best practice

Course Description:

This course will teach students about JavaScript best practices. This program is an introduction to Internet Programming. Topics include control structures, methods, arrays, strings, interface exception handling, multi-threading, files, and networking and data structures and object-based programming.

Course Learning Outcomes:

Use an integrated development environment to write, compile, run, and test simple object-oriented Java programs.

- *Read and make elementary modifications to Java programs that solve real-world problems.*
- *Validate input in a Java program.*
- *Identify and fix defects and common security issues in code.*
- *Document a Java program using Javadoc.*
- *Use a version control system to track source code in a project.*

Course Content

- *Fundamentals of Java Programming*
- *Control Structures*
- *Methods*
- *Arrays*
- *Programming with Objects and Classes*
- *GUI Programming*
- *Java Web Programming*
- *Java networking, distributed computing and concurrency Design Patterns*
- *Code, compile and run a Java program.*
- *Master programming techniques for console input and output.*
- *Avoiding Global Variables*
- *Variables Naming Conventions*
- *Automatic Semi-Colon Insertion*
- *The Ternary Conditional*
- *Compound Ternary Conditionals*
- *Ternary Function Invocation*
- *Minimal DOM Operations*
- *The Chrome Dev Tools*
- *Applying SOLID Principles*

Prerequisite

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- *Or Two-year college transcript*
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- *The necessary financial resources along with a valid ID*
- *Record of secondary school level education from a foreign Institution (Transcript in English)*

Jobs

- *JavaScript Developer*
- *Web Developer*
- *Front End Developer*

Certification Body SCHEV Competency Based

Quality Assurance Testing (QA)

Course Description:

This course provides an elementary introduction to software quality assurance and testing. It will discuss the issues, processes and techniques in software quality assurance. The course will train how to apply quality assurance and testing techniques in different activities of software development and maintenance.

Course Content:

- Understand the software test engineer's role during software project life cycle.
- Understand how to perform the software test planning.
- Able to write the software test scenarios, test cases, test plans and various matrices.
- Knowledge of software test management tools, bug reporting tools and their usage.
- Knowledge of automated software testing tools and able to perform the automated software testing.

Learning Outcomes:

- Upon successful completion of this course, students will be able to
- Conduct effective and efficient inspections, and quality assurance plans.
- Design and implement comprehensive test plans.
- Apply a testing technique in an effective and efficient manner.
- Perform manual and automated testing on actual projects.

Prerequisite

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- *Or GED or equivalent*
- *Or Two-year college transcript*
- *A signed completed Student Admission Application*
- *A signed completed Student Enrollment Agreement with a \$25.00 non-refundable fee*
- *The necessary financial resources along with a valid ID*
- *Record of secondary school level education from a foreign Institution (Transcript in English)*

Jobs

- *QA Specialist*
- *QA Analyst*
- *QA Manager*

Certification Body SCHEV Competency Based

Microsoft MCSA: Office 365 Certification Enterprise Administrator

Course Description:

This course that targets the needs of IT professionals who take part in evaluating, planning, deploying, and operating Office 365 services, including its identities, dependencies, requirements, and supporting technologies. This course focuses on skills required to set up an Office 365 tenant, including federation with existing user identities, and skills required to sustain an Office 365 tenant and its users.

Course Learning Outcomes

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

- 1. Understand the cloud Infrastructure*
- 2. Enable, use, and configure Microsoft Cloud Services*
- 3. Administer Office 365 and Microsoft Intune*
- 4. Support cloud users*

Course Content

Managing Microsoft Office 365 users and groups

- Configuring client connectivity to Microsoft Office 365*
- Planning and configuring directory synchronization*
- Planning and deploying Office 2016 Pro-Plus*
- Planning and configuring Microsoft Exchange Online services*
- Planning and deploying Skype for Business Online*
- Planning and configuring SharePoint Online*
- Planning and configuring Office 365 collaboration solution*
- Planning and configuring rights management and compliance*
- Monitoring and troubleshooting Microsoft Office 365*
- Planning and configuring identity federation*

Prerequisite

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Prerequisites

Candidate expected to have a minimum of two years of experience administering the Windows Server operating system, including Windows Server 2012 or Windows Server 2012 R2. Understand and able to work in ADS, DNS and practice working with Windows Power Shell. Experience working with Exchange Server 2013 or later, Lync Server 2013 or Skype for Business Server 2015, and SharePoint Server 2013 or later is beneficial but not required.

Jobs

- *System Administrator*
- *Microsoft Administrator*
- *Level – 2 Administrator*

Certification Body SCHEV Microsoft

ATTACHMENT 11
PARTNERSHIPS WITH BUSINESS

PARTNERSHIP WITH OTHER BUSINES:

LINXERVE Academy will establish formal Memorandum of Understanding (MOU) agreements with local IT industry employers located throughout the Metropolitan area, this is done by creating a Corp to Corp relationships that allow our trainees to be employed by some of the Companies we partner with. LINXERVE Academy will assertively seek new and innovative ways pursue the three-way partnership between Government, Vocational Learning Institutions and Industry.

Some suggestions on how we plan to approach the endeavor.

Recruitment efforts will focus on employers that will consider hiring qualified IT trainees with Industry Certifications. Employers will be tasked to identify unsubsidized employment opportunities. Employer input will be sought in many ways to ensure that we maximize the benefits that can be garnered from the participation and guidance of the participating local businesses, to include:

- (1) Curriculum development,*
- (2) Quarterly breakfast roundtables with hiring offers; and*
- (3) Guest speakers at events and employer recruitment sessions to share their learning with their colleagues.*
- (4) Job Fair Workshops*
- (5) Attend Local Government and University Sponsored Programs like one administered by Mary Mount University earlier in the Year*

Academic Partnership:

We strive to partner with Industry leaders like:

- CompTIA - Academics partner
- Microsoft – Silver Partner
- Cisco - Partner
- HP -Partner
- Avisx- Member
- ISSA – Member. HP Etc.

ATTACHMENT 10
IN-DEMAND INDUSTRY SECTORS

IN DEMAND INDUSTRY SECTORS:

Our region has the highest concentration of the Internet traffic in the world, the seat of our Government, many Government contracting opportunities luring big Companies like Amazons, Google & Microsoft in the area. The Companies are reporting shortage of qualified employees to fill open positions.

- *The demand for cyber pros has grown more than 3.5 times faster than the demand for other IT jobs over the past five years and more than 12 times faster than the demand for all other non-IT jobs. * Estimated current staffing shortages are between 20,000 and 40,000 and are expected to continue for years to come.*
- *A new Government push to recruit device Cyber security professionals to counter known and unknown threat actors*
- *Individual with IT Certifications are more likely to be hired for highly paying jobs compared to Degree holders*
- *Relocation of Amazon headquarter in the region with 25,000 targeted employees*
- *COVID-19 has caused a major increase in the employment rate making it easier for those with IT certifications to have advantage over their peers*
- *Now more than ever Government support for training to increase so as to reduce the burden of payout to the unemployed and TANAF recipients.*
- *Individuals to be encouraged to train or retrain for IT Certification Jobs so they can compete in the new economy post COVID-19*

Opportunities:

We a LINXERVE Academy are aware of the in-demand Industries in our region and the globe at large. We are a group of IT professional currently working in the field and know what is needed.

Current Problem:

Problems: *Companies are reporting shortage of qualified employees to fill thousands of open positions meanwhile, many thousands of our underserved communities with talents are unable to access affordable quality educational programs to help them gain the skillset needed to compete for the unfilled ADVERTISED positions in the region.*

Solution: *At LINXERVE Academy we believe partnering with Government and industry can create the badly needed synergy to address the shortage skilled workers, creating a local talent pool and the negative effect of disparity to prevent underserved communities' access highly paying jobs.*

Partnership Recommendation:

- *Government issue Unemployment and untapped talent pool!*
- *Industry's issue, unskilled workers and lack of soft skills and language barriers of foreign IT professionals*
- *Underserve community issue: Access to funding for vocational training (Training option while unemployed, TANAF recipients can also benefit)*

Implementation:

Three step process:

- *Government Providing Voucher for Unemployed person to seek training & Certifications:*
- *Vocational Schools act as incubators and mediators to facilitate training and mediate apprentice programs with participating Industry leaders*
- *Participating Companies to be incentivized to hire directly from the Certified talent pool while encouraging internship, externship and apprentice programs like the Germans model`*

Growth Projections in Northern Virginia:**DETAILED LIST OF THE FASTEST GROWING JOBS IN VIRGINIA**

RANK	JOB TITLE	GROWTH %	AVERAGE WAGE	JOBS IN 2024
1	Web Developer	128.4%	\$80,950	6,640
2	<u>Information Security Analyst</u>	126.6%	\$105,440	13,030
3	<u>Business Analyst</u>	125.2%	\$98,470	35,180
4	<u>Software Developer</u>	121.5%	\$110,030	45,360
5	<u>Security Technician</u>	121.4%	\$44,360	3,350
6	<u>Computer Numerical Controller Machinist</u>	120.5%	\$39,330	1,530
7	<u>Software Engineer</u>	120.2%	\$117,330	32,100
8	<u>Database Administrator</u>	115.1%	\$96,170	6,340
9	<u>Network Administrator</u>	114.0%	\$94,330	22,570

https://www.zippia.com/advice/fastest-growing-jobs-in-virginia/?survey=034&survey_step=step5&src=advice-page-bottom

INDUSTRY RECOGNIZED CREDENTIALS:

Program Offerings

Length of time to complete; number of credits to complete; semester or quarter credit.

- *Credit hours: Quarterly Program the longest program will be approximately 12 weeks*
- *Contact Time: Lecture hours & Laboratory hours*

Certification or licensure exams that a student will be eligible to sit for once they have completed the program

Our courses are mainly focused on the following industry certifications;

- ***CompTIA Certification Path:*** Network +, Security +
- ***Cisco Certification Path:*** CCNA
- ***Microsoft Certification Path:*** MCSA Office365
- ***Microsoft SQL Database***
- ***Amazon Certification Path:*** AWS etc.
- ***Software Quality Assurance Testing (QA)***

STACKABLE CREDENTIALS:

Stackable Credentials:

Our centers are designed to run independently resulting in students passing certification exams that enhance the chances of securing employment.

However, some of the courses are stackable to produce maximum outcome.

Below is a table for stackable credentials:

<i>Position</i>	<i>Major</i>	<i>Minor</i>	<i>Industry Credentials</i>	<i>Average Salary/year</i>
<i>Help Desk</i>	<i>Security+</i>	<i>CompTIA N+</i>	<i>CompTIA</i>	<i>\$58,000</i>
<i>Network Engineer</i>	<i>Cisco CCNA</i>	<i>CompTIA N+</i>	<i>Cisco/CompTIA</i>	<i>\$61,000 - \$120,000</i>
<i>Software Developer</i>	<i>JAVA</i>	<i>QA Testing</i>	<i>Competency Based</i>	<i>\$58,000 - \$120,000</i>
<i>Cyber Security Analyst</i>	<i>CEH</i>	<i>CompTIA Security+</i>	<i>EC-Council/CompTIA</i>	<i>\$90,000 - \$160,000</i>
<i>Database Admin</i>	<i>SQL</i>	<i>CompTIA Security+</i>	<i>Microsoft/CompTIA</i>	<i>\$60,000 - \$110,000</i>
<i>System Admin</i>	<i>MCSA</i>	<i>CompTIA Network+</i>	<i>Microsoft/ CompTIA</i>	<i>\$69,000 - \$110,000</i>
<i>Cloud System Admin</i>	<i>AWS SysOps</i>	<i>CompTIA Security+</i>	<i>AWS/ CompTIA</i>	<i>\$130,000</i>
<i>IT Security Manager</i>	<i>CISM</i>	<i>CompTIA Security+</i>	<i>ISACA/ CompTIA</i>	<i>\$120,000</i>
<i>Cyber Defender</i>	<i>CEH</i>	<i>CompTIA Security+</i>	<i>EC-Council/ CompTIA</i>	<i>\$98,000</i>

ATTACHMENT 11
SERVICE DISABILITY

SERVICES TO INDIVIDUALS WITH DISABILITIES:

LINXERVE Academy Training Program will collaborate with local board to serve individuals with barriers, including individuals with disabilities.

Linxerve Academy will constantly work to improve ways to best link the participants to workforce, human, and social service resources that will support improvement of their financial portfolios, while stabilizing their lives. We are committed to the improving the health, wellness and employment scenario of each participant. We cannot achieve this enormous task alone. Our program delivery model calls for the engagement of subject matter experts as proven partners that labor to provide solutions relative to workforce outcomes and community impact for persons with barriers, to include disabilities.

To this end, Linxerve will work to develop formal collaborative relationships with the local disability employment program and workforce development center. The Disability Employment Program is designed to improve education, training and employment opportunities and outcomes for youth and adult residents of the City of Alexandria with disabilities who are unemployed, underemployed and/or receiving Social Security disability benefits.

Workforce Development Center provides a full range of employment-related services, and assistive technology including, but not limited to:

- **Ticket to Work Program** - offers people with disabilities an opportunity to achieve greater independence by providing choices in employment services and access to meaningful work.
- **Video Relay Service** - allows persons who are hard of hearing and individuals with speech impediments to communicate with standard telephone users via a sign language interpreter through a television or a computer.
- **Jaws** – a computer program that converts text into speech to allow the persons with visual impairments to use a computer.
- **Zoomtext** – a computer program that enlarges images on a computer screen to allow persons with visual impairments to access a computer.

Through our collaborative, cross-system approach, Linxerve will seek to link all of the participants that we serve to meaningful, sustained employment in the IT industry that helps them maintain a stable lifestyle.






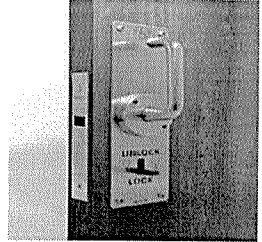
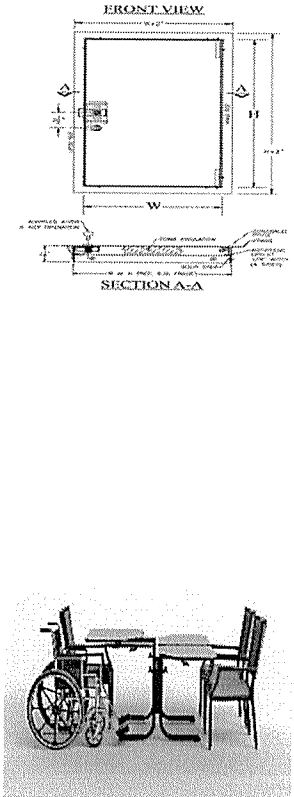
WIOA ELIGIBLE TRAINING PROVIDER


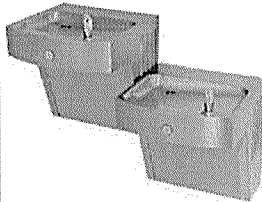

The Americans with Disability Act Compliance Checklist


PROVIDER NAME: LINXERVE Academy

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
• Does your facility provide accessible parking spaces designed for use by individuals with disabilities?	<u>X</u>	<u> </u>	 
• Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)?	<u>X</u>	<u> </u>	
• Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances?	<u>X</u>	<u> </u>	
• Are the accessible parking spaces located on a level area?	<u>X</u>	<u> </u>	
• Is each accessible parking space designed with a sign showing the International Symbol of Accessibility?	<u>X</u>	<u> </u>	
• Is there at least ONE van accessible space for every SIX accessible parking spaces?	<u>X</u>	<u> </u>	
• Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)?	<u>X</u>	<u> </u>	
IT Accessibility			
• Do images have alternative text?	<u>X</u>	<u> </u>	
• Does video have captions and does audio have a transcript ?	<u>X</u>	<u> </u>	
• Do form fields within web pages and documents have appropriately coded labels and prompts ?	<u>X</u>	<u> </u>	
• Does the interface have sufficient contrast between text color and background color?	<u>X</u>	<u> </u>	
• Does the content scale well when text is enlarged up to 200 percent?	<u>X</u>	<u> </u>	
• Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse?	<u>X</u>	<u> </u>	
• Do pages that have time limits include mechanisms for adjusting those limits for users who need more time?	<u>X</u>	<u> </u>	

<ul style="list-style-type: none"> Have you avoided using content that flashes or flickers? 	<u>X</u>	<u> </u>	
Accessible Approach and Entrance (Exterior Routes)			
<ul style="list-style-type: none"> Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Is the force required to open accessible exterior entrances within a reasonable range? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Are the heights of thresholds at doorways ½ inch or less? 	<u>X</u>	<u> </u>	
ACCESS TO GOODS AND SERVICES			
<ul style="list-style-type: none"> Do the interior doors in public areas have at least a 32-inch clear, unobstructed opening? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designed with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Can interior doors be opened with 5 pounds or less force? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> If tables or work surfaces are available, is there a 36-inch aisle clearance between tables for wheelchair access? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Are accessible tables and accompanying seating spaces distributed through the room or space? 	<u>X</u>	<u> </u>	
<ul style="list-style-type: none"> Do spaces under tables or work surfaces provide clear space for knees and toes? 	<u>X</u>	<u> </u>	

<ul style="list-style-type: none"> Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches? Do ramps have a clear unobstructed width of at least 36 inches? Do ramps have a 5-foot long level landing at the top and bottom of each run? If the ramp rises more than 6 inches vertically, does it have handrails on both sides? 	<u>X</u> 	 	
Elevators			
<ul style="list-style-type: none"> Does the building have passenger elevators? Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor? Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface? Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel? 	<u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u>	 	
Drinking Fountains			
<ul style="list-style-type: none"> Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing? Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches? Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain? 	<u>X</u> <u>X</u> <u>X</u>	 	
Restrooms			
<ul style="list-style-type: none"> Does your facility offer restrooms for public use? Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface? Do the doorways of accessible restrooms have a minimum clear? Is there adequate turning space for a wheelchair or other mobility devices inside the restroom? 	<u>X</u> <u>X</u> <u>X</u> <u>X</u>	 	

Signage				
<ul style="list-style-type: none"> Is adequate signage placed in standardized, appropriate locations throughout the building or facility? Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille? Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances? Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators. 	<u>X</u> <u>X</u> <u>X</u> <u>X</u>	 		
I certify that the above information is accurate and true to the best of my ability.				
Name of Authorized Representative		Mohamed Musa		Date: 6/10/2020
Title:	President/CEO			
Email:	mkmusa@linxerve.com	Telephone:	703-929-6953	

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

NUMBER OF ACCESSIBLE SPACES

Total Parking Spaces	Designated Accessible Parking
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2% of total
1001 and over	20 plus 1 for each 100 over 1000

ATTACHMENT 14
CRITERIA FOR ADMISSION

ADMISSIONS AND ENTRANCE REQUIREMENTS

Admissions

LINXERVE Academy provides all year-round admissions. LINXERVE academy does not discriminate based on gender, race, ethnic origin, sexual orientation, religion, disability or on any other basis outlined by applicable federal, state, and local law. All applicants must be over 18 years of age.

When ready to apply, applicants must bring the following:

- One form of identification (State ID or Driver's License, or Passport)

And in addition, a prospective student must present the following:

- A certified copy of a High school diploma
- Or GED or equivalent
- Or Two-year college transcript
- A signed completed Student Admission Application
- A signed completed Student Enrollment Agreement with a \$25.00 non-refundable fee
- The necessary financial resources along with a valid ID
- Record of secondary school level education from a foreign Institution (Transcript in English)

The deadline for submission of applications and fees is 30 days prior to the start of a program.

Notice of Acceptance

A prospective student will receive communication, either via email or letter for each application submitted. The communication will contain the school's official **notification** regarding their admission decision.

Enrollment Procedures

Students must:

- Complete an application either in person OR via mail.
- Undergo an oral interview if necessary, with a trained staff member to assist in identifying the right program.
- Pay a non-refundable registration fee
- Pay tuition and book fees as determined per course.

Students should:

- Allow approximately one to two hours for the process.
- Register a week in advance.
- Receive a student identification number (to be used in all future transactions as a student of the Academy).

Application Form

Students should carefully read and understand the student application. Once students sign and submit the completed forms, they are acknowledging by signing that they understand and will abide by our policies as students. Administrative staff members are available to assist students with the application form and the application process.

Registration

The following guidelines help to make registration smooth.

- All students must register at least 3 business days before the start of the new session.
- If a student leaves LINXERVE Academy for a period of four continuous classes or longer, he/she will need to register again, including filling out a new application, and maybe be asked to pay a new registration fee.

STUDENT DISCLOSURE INFORMATION

The Campus Director or School Administrator is here to help students solve academic-related problems and make academic progress in their studies. They can recommend relevant courses to support students' educational needs and plans, or help formulate appropriate schedules, evaluate academic progress, and help with problems concerning teachers or classes. The Campus Director or School Administrator can also discuss decision-making skills and self-evaluation strategies with students, inform them of internal and external resources available, explain school and governmental policies that affect students, help them make better decisions about their academic future, and provide overall help and support.

Certification and Representation

I, Mohamed K. Musq (Name) as President/CEO (Title) of
LIXERVE 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 Lixerve Academy (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 10 day of June, 2020

Signature MK

Telephone Number 703-929-6953

Email Address MKMUSQ@Lixerveacademy.com

FOR LWDB OFFICE USE ONLY			
Date Received by WDB	Date Approved by WDB	Date WDB Submitted to State	Authorized WDB Signature



Training Provider Application


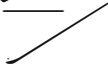
1. Name of Training Organization HEALTH COMMUNICATIONS, INC.		2. Federal Tax ID# 52-1333105	
3. Mailing Address 1501 WILSON BLVD. STE.500	4. City ARLINGTON	5. State VA	6. Zip 22209
7. Physical Address 1501 WILSON BLVD. STE.500	8. City ARLINGTON	9. State VA	10. Zip 22209
11. Name & Title of Contact Person: NICK NEWCOTT, ACCOUNT MANAGER			
12. Email Address of Contact Person: NEWCOTTN@GETTIPS.COM		13. Phone Number of Contact Person: 1-800-438-8477 X 314	
14. Mailing Address of Contact Person (if different from above)			
15. Year Established 1995		16. Website Address: WWW.GETTIPS.COM	
17. Type of Entity ONLINE TRAINING AND MATERIALS FOR PERSONNEL IN ALCOHOL SERVICE INDUSTRY Other (please Describe) <u>TIPS PROGRAM</u>			
18. Does your organization provide job search assistance or placement services? (if yes, please describe) Yes No X			
19. What types of financial aid are available to students? NA			
20. Does your organization have a tuition refund policy? (if yes, please attach the policy including time frames and percentage of reimbursement) Yes No X			
21. Name of Financial Aid Contact Person NA		22. Email Address of Financial Aid Contact Person NA	

23. Please provide three customer references including contact information:

1.
Longwood University
Sasha Johnson - 434-345-2751
201 High St. Lancaster A-08
Farmville VA 23909
2.
Glory Days Bar + Grill
Lonnie Lazenby - 301-728-6080
9526C Old Keene Mill Rd
Burke VA 22015
3.
Wegman's Food Market
7905 Hilltop Village Center Dr
Alexandria VA 22315
Randi Johnson - 571-527-2465

SUPPLEMENTAL INFORMATION

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

- X 1. Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc.)
- X 2. Copy of License to Conduct Business in Virginia
- X 3. Copy of Training Provider Non-discrimination Policy
- X 4. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.
-  5. Suspension/Debarment Certification (included in packet)
-  6. Anti-Discrimination Certification (included in packet)
- X 7. 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.

ARLINGTON COUNTY, VIRGINIA
2100 Clarendon Boulevard, Suite 200, Arlington, VA 22201

Business License Tax Certificate

HEALTH COMMUNICATIONS INC

Account #: BLC-1000044914-02

Trade Name:

2020

Location Address:

1501 WILSON BLVD STE 500
ARLINGTON, VA 22209-2460

Classification:

61, Retail Merchant
58, Personal Services



A handwritten signature in black ink, appearing to read "Ingrid H. Morroy".

Ingrid H. Morroy
COMMISSIONER OF REVENUE

A handwritten signature in black ink, appearing to read "Carla de la Pava".

Carla de la Pava
TREASURER

From: Education and Prevention [<mailto:Education@virginiaabc.com>]
Sent: Friday, September 4, 2020 3:24 PM
To: Nick Newcott
Subject: RE: ?? RE: TIPS Notification Info

Good afternoon,

Training for Intervention Procedures (TIPS), On and Off-Premise trainings only, is an approved seller/server provider in Virginia as displayed on our website at the following link:
<https://www.abc.virginia.gov/licenses/training/training-approval>

Education and Prevention Section

Virginia ABC | 2901 Hermitage Road, Richmond, VA 23220
Office: (804) 977-7440 | Education@VirginiaABC.com
www.abc.virginia.gov

[Explore Programs](#) | [Order Publications](#) | [Apply for a Grant](#) | [Take Online Training](#)

The information contained in the email message and any attachments may be privileged and/or confidential, and is intended only for the use of the individual or entity named in the document. If you are not the intended recipient, you are hereby notified that you are prohibited from disseminating, distributing, or copying the information contained in this message or any attachments. If you have received an email or message in error, please notify the sender immediately and destroy all copies of the original message and any attachments.

The screenshot shows a web browser window displaying the Virginia ABC website. The address bar shows the URL [abc.virginia.gov/licenses/training/training-approval](https://www.abc.virginia.gov/licenses/training/training-approval). The page content includes a notice about submitting information to remain an approved STAP member, a list of required information (number of trainings, participants), and a section titled "Approved providers" listing various training providers like ABC Tipster, BREW VA, and SureSellNow. The footer contains social media links, a privacy policy, and copyright information for the Virginia Alcoholic Beverage Control Authority.

To remain an approved STAP member, your organization must submit the below information from July 1-June 30, yearly. **The information below is due to Virginia ABC by July 15 at 5pm via email to education@abc.virginia.gov.** Failure to submit this information will result in removal as an approved STAP member.

- The number of completed classroom trainings held in Virginia
- The number of classroom participants who completed the course in Virginia
- The number of online participants who completed the course in Virginia

For additional questions or concerns, please email education@abc.virginia.gov.

Approved providers

In Virginia, establishments can enroll in [Virginia ABC training](#) or explore the training offered by the following providers.

ABC Tipster	SureSellNow
BREW VA	Techniques of Alcohol Management
Learn2Serve	The Operational Alcohol Standards Training of Virginia (T.O.A.S.T. VA)
Rserve	Training for Intervention Procedures (TIPS)*
StateFoodSafety	WINE VA
ServSafe	*On and Off-Premise trainings only

The opinions expressed in the programs do not necessarily represent the views of Virginia ABC.

[Web Policy](#) | [Contact Us](#) | [FOIA](#) | [Media Room](#) | [Download Help](#) | [WAI Level A Compliant](#)
All rights reserved, Virginia Alcoholic Beverage Control Authority, 1997-2020

SECTION 1 EMPLOYMENT

1.1. Employee Compliance

The policies described in this Handbook are designed to facilitate a safe, fair and productive working environment for all employees. All employees are expected to comply with all policies and procedures described in this Handbook.

Any employee who violates any policy or procedure outlined in this Handbook may be subject to disciplinary procedures, up to and including termination.

1.2. Equal Opportunity Employment

HCI is an Equal Employment Opportunity employer. The President, in conjunction with all executives and staff, work to develop, communicate and implement recruiting, hiring, and general employment policies and practices which support EEO concepts and requirements.

The Company's EEO policy is repeated below:

It is the ongoing policy of HCI to provide equal employment and advancement opportunities to all qualified individuals, and employment decisions at HCI are based on merit, qualification, and abilities. HCI does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sex, national origin, age, physical or mental disability, genetic background, veteran status, or any other characteristic protected by law. Consistent with this policy, HCI also prohibits harassment of employees based on any of these protected characteristics.

HCI is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). HCI does not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee or applicant can perform the essential functions of the job with or without reasonable accommodation. HCI will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Human Resources. On receipt of a request for accommodation, we will meet with you and your supervisor to discuss and identify the precise limitations resulting from the disability and the potential accommodations HCI may make to help you address those limitations. After this discussion, HCI will determine the feasibility of the requested accommodation(s) which were discussed considering various factors including but not limited to the nature and cost of the accommodation(s), the availability of tax credits or deductions, outside funding, HCI's overall financial and organizational resources, and the accommodation's impact on HCI's operations. The ADA does not require an employer to make the best possible

accommodation or the accommodation preferred by the employee, to reallocate essential job functions or to provide personal items (i.e., eyeglasses, hearing aids, etc.).

Any employee with questions or concerns about any type of discrimination or harassment in the workplace is encouraged to bring these issues to the attention of their immediate supervisor, Human Resources, or any member of HCI's senior management. Employees can raise concerns, make reports and participate in investigations without fear of reprisal. HCI will investigate all complaints and will endeavor to handle these matters in an expeditious and professional manner. Anyone found to be engaging in any type of unlawful discrimination or otherwise improper conduct will be subject to disciplinary action, up to and including termination.

1.3. I-9/Immigration Law Compliance

HCI is committed to employing only those individuals who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Form I-9 and present documentation establishing identity and employment eligibility within the first 3 days (72 hours) of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with HCI within the past three years, or if their previous I-9 is no longer retained or valid. If you at any time cannot verify your right to work in the United States, HCI may be obliged to terminate your employment.

1.4. Employment Reference Checks

To ensure that individuals who join HCI are well-qualified and have a strong potential to be productive and successful, it is the policy of HCI to verify work, academic, and personal references. HCI uses the signed statement on the back page of the employment application as your authorization to conduct such reference checks, and all employment offers are contingent upon receipt of satisfactory references.

HCI does not respond to oral requests for references from other employers. In the event your employment with HCI is terminated, either voluntarily or involuntarily, your supervisor may be able to provide a reference to potential employers only if you have completed and signed a release form. If you have not signed a release, inquiries from other employers will confirm only dates of employment, wage rates and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

As an employee of HCI, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities and you have been given approval by the Company. Otherwise, please forward the information request to Human Resources.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER 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.

Health Communications Inc.

Organization



Authorized Signature

9/4/20

Date

Nicholas Newcott

Printed Name and Title

Acct Manager / Master Teacher

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:

- 1) 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.
- 4) 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.
- 7) 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:

- 1) Will collect and maintain data necessary to show compliance with the non-discrimination 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.
- 3) 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.
- 4) 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.

Health Communications Inc.

Organization

Authorized Signature

9/4/2020

Certification and Representation

I, Nicholas Newcott (Name) as VA Acct Manager (Title) of
Health Communications Inc. (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 Health Communications Inc (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 fourth day of September, 2020

Signature _____

Telephone Number 1-800-438-8477 ext 314

Email Address NewcottN@gettips.com

FOR LWDB OFFICE USE ONLY			
Date Received by WDB	Date Approved by WDB	Date WDB Submitted to State	Authorized WDB Signature

Training Program Application

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

1. Training Organization Health Communications Inc.			
2. Contact Person – Name & Title Nicholas Newcott			
3. Training Program or stand-alone course name Training Intervention Procedures (TIPS)			
4. Program or course description The TIPS Program is designed to enable servers of alcohol to prevent alcohol related issues and better understand alcohol related laws and regulations, while at the same time improve customer service skills.			
5. Year Program Established 1995	6. Total Credit or Curriculum Hours N/A	7. Number of training weeks or hours 4 hours	8. Minimum Class Size N/A
9. Is curriculum certified by an accrediting agency or similar national standardization program: <div style="display: flex; justify-content: space-between; align-items: center;"> <u>Yes</u> (if yes specify) VA ABC No </div>			
10. Description of training and skills to be obtained – Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.			
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. Hospitality + Travel			
12. Does training lead to an industry recognized credential, diploma, license, or degree? If yes, indicate which. <div style="display: flex; justify-content: space-between; align-items: center;"> <u>Yes</u> No TIPS Certification </div>			
13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? Yes <u>No</u>			
14. Was this training developed in partnership with a business? Yes <u>No</u>			
If yes, Name of Business(s):			

15. List Businesses that support this training program:

Various businesses in the Hospitality industry use TIPS to aid their staff in preventing alcohol related issues.

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

TIPS training is provided online and in-class through our dedicated network of trainers located throughout the state.

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

Our online training is ADA compliant with narration and subtitled videos. For less technical students, training is provided in-class at establishments accessible to those with disabilities.

Program Cost

18. Registration/Pre-screening/Admissions Fees	\$ 40 online \$ 40-60 in-class
19. Tuition (check all items included in Tuition)	\$
Books	\$
Required Supplies(Tools, uniforms, etc.)	\$
Testing/Exam Cost	\$
Licensure/Certification Cost(s)	\$
Other Required Fees	\$
20. Total Cost to Complete Curriculum/Course	\$ 40 online 40-60 in-class

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

N/A

22. Is a High School Diploma or GED required:

Yes

No

TIPS course description and outline

TIPS (Training for Intervention ProcedureS), the industry leader in alcohol server training, offers the best online and in-class training available to the hospitality industry. Millions have come to trust the quality that the TIPS Training program offers. TIPS is designed to teach participants to prevent intoxication, drunk driving and underage drinking among the people to whom they sell or serve alcohol. Each of our courses is tailored to a specific setting where alcohol is sold or served and is currently available for On Premise, Off Premise, Gaming, Concessions, and University.

Proven effective by third-party studies, TIPS is a skills-based training program designed to prevent intoxication, underage drinking, and drunk driving. TIPS empowers employees to take a proactive approach toward preventing alcohol misuse and maintaining control of the environment. By training staff to recognize the signs of intoxication, employers reduce the chance that an alcohol-related incident will occur.

Course Outline:

- Legal Info:
 - Presents the legal responsibilities for servers of alcohol, explains the types of illegal sales, and provides extensive information about checking IDs and documenting incidents.
- Assess your guest
 - Allows the user to apply the legal information to real-life scenarios through practical application exercises using short video scenes.
- Alcohol Information
 - Describes how alcohol affects people, signs of intoxication to look for, and relevant information about alcohol that the server can use to serve more responsibly.
- Intervention Information
 - Gives the user numerous guidelines for providing customer-friendly, responsible alcohol service. Frames the server's role in a three-step, easy-to-follow model.
- Decide and Implement/Practice and Rehearsal
 - Allows the user to apply the intervention information to real-life scenarios through practical application exercises using short video scenes.
- Exam



ALEXANDRIA / ARLINGTON REGIONAL




Workforce Council



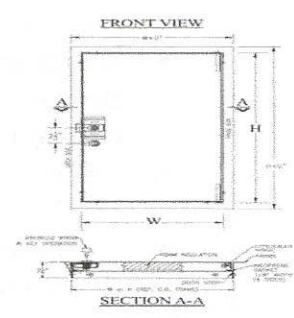
WIOA ELIGIBLE TRAINING PROVIDER




The Americans with Disability Act Compliance Checklist


PROVIDER NAME: Health Communications Inc.

Participants with disabilities should be able to arrive at your training site and easily locate and use accessible services

Accessible Parking	Yes	No	
<ul style="list-style-type: none"> Does your facility provide accessible parking spaces designed for use by individuals with disabilities? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
<ul style="list-style-type: none"> Does the parking areas have the minimum number of accessible parking spaces specified in the table (see page 4)? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Are the accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Are the accessible parking spaces located on a level area? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Is each accessible parking space designed with a sign showing the International Symbol of Accessibility? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Is there at least ONE van accessible space for every SIX accessible parking spaces? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Are the van accessible parking spaces designed by an additional sign indicating "Van Accessible" (see figure)? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
IT Accessibility			
<ul style="list-style-type: none"> Do images have alternative text? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Does video have captions and does audio have a transcript? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Do form fields within web pages and documents have appropriately coded labels and prompts? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Does the interface have sufficient contrast between text color and background color? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Does the content scale well when text is enlarged up to 200 percent? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Can all menus, links, buttons, and other controls be operated by keyboard, to make them accessible to users who are unable to use a mouse? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Do pages that have time limits include mechanisms for adjusting those limits for users who need more time? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none">Have you avoided using content that flashes or flickers?	<div><div>✓</div><div></div></div>	<div><div></div><div></div></div>	
Accessible Approach and Entrance (Exterior Routes)			
<ul style="list-style-type: none">Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches?Is the force required to open accessible exterior entrances within a reasonable range?Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?Are the heights of thresholds at doorways ½ inch or less?	<div><div>✓</div><div>✓</div><div>✓</div><div>✓</div></div>	<div><div></div><div></div></div>	
ACCESS TO GOODS AND SERVICES			
<ul style="list-style-type: none">Do the interior doors in public areas have at least a 32-inch clear, unobstructed opening?Do the pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door?Is every permanent room or space (such as restrooms, offices or meeting rooms, etc.) designed with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?Can interior doors be opened with 5 pounds or less force?Are door handles mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface?Is adequate space available where turning spaces are needed or required for a wheelchair or other mobility device?If tables or work surfaces are available, is there a 36-inch aisle clearance between tables for wheelchair access?Do seating spaces at tables or work surfaces allow for a forward approach and provide a clear floor space of 30 by 48 inches?Are accessible tables and accompanying seating spaces distributed through the room or space?Do spaces under tables or work surfaces provide clear space for knees and toes?	<div><div>✓</div><div>✓</div><div>✓</div><div>✓</div><div>✓</div><div>✓</div><div>✓</div><div>✓</div><div>✓</div><div>✓</div></div>	<div><div></div><div></div></div>	<div></div>

<ul style="list-style-type: none"> Do all exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches? Do ramps have a clear unobstructed width of at least 36 inches? Do ramps have a 5-foot long level landing at the top and bottom of each run? If the ramp rises more than 6 inches vertically, does it have handrails on both sides? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Elevators			
<ul style="list-style-type: none"> Does the building have passenger elevators? Are call buttons and keypads at elevators mounted no higher than 48 inches when measured to centerline of highest operable part above the floor? Are there raised (tactile) characters and Braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface? Are there both visible and audible signals to identify when an elevator car arrives and its direction of travel? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Drinking Fountains			
<ul style="list-style-type: none"> Where drinking fountains provided, are there two drinking fountains: one wheelchair accessible and one for persons who are standing? Does the wheelchair accessible drinking fountain provide a minimum knee clearance of 27 inches? Is there a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Restrooms			
<ul style="list-style-type: none"> Does your facility offer restrooms for public use? Are all accessible restrooms clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door so the bottom edge of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface? Do the doorways of accessible restrooms have a minimum clear? Is there adequate turning space for a wheelchair or other mobility devices inside the restroom? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Signage				
• Is adequate signage placed in standardized, appropriate locations throughout the building or facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
• Does the signage identifying permanent rooms or spaces provide both raised (tactile) characters and Braille?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
• Is exterior signage available at non-accessible entrances and along walkways that provides directions to the accessible routes and entrances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
• Is interior directional signage provided at inaccessible toilet rooms and elevators directing the person to nearest accessible toilet rooms and elevators.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
I certify that the above information is accurate and true to the best of my ability.				
Name of Authorized Representative		Nicholas Newcomb		Date: 9/4/2020
Title:		VA Acct Manager / Master Trainer		
Email:	NewcombN@gettips.com	Telephone:	800-438-8477 ext 364	

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

PY20-21 WIOA Performance Goals Negotiations



August 12, 2020

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

RE: PY20-21 WIOA PERFORMANCE GOAL NEGOTIATIONS

Dear Mr. Taratsas:

Regarding the WIOA State Administrator's proposed WIOA Levels of Performance for PY20-21, the Alexandria/Arlington Regional Workforce Council accepts the following goals:

PY2020-21 PROPOSED LEVELS OF PERFORMANCE	ADULT	DW	YOUTH
Employment Rate 2nd Quarter After Exit	79.0%	85.4%	72.0%
Measurable Skill Gains	84.6%	68.1%	80.5%
Employment Rate 4th Quarter After Exit	85.0%	90.0%	62.8%
Credential Attainment Rate	74.0%	70.0%	70.0%

Alternatively, the Alexandria/Arlington Regional Workforce Council proposes the following PY20-21 WIOA Levels of Performance for Median Earnings 2nd Quarter After Exit:

PY2020-21 PROPOSED LEVELS OF PERFORMANCE	ADULT	DW	YOUTH
Median Earnings 2nd Quarter After Exit – Proposed by WIOA State Administrator	\$ 6,000	\$ 8,700	\$ 3,500
Median Earnings 2nd Quarter After Exit – Requested by the Alexandria/Arlington Regional Workforce Council	\$ 4,950	\$ 8,350	\$ 2,400

Our rationale for this request is that our Actual PY19 WIOA Levels of Performance are well below your proposed PY20-21 goals for Median Earnings 2nd Quarter After Exit. For much of the PY19 performance period Alexandria/Arlington's economy was strong. Employers were struggling to find talent, forcing them to pay higher wages to secure a skilled workforce.

With the high unemployment caused by the COVID-19 emergency, especially in our Hospitality and Retail industries, employers who can hire talent are experiencing a surplus in their candidate pipelines. As a result, salaries in the region may not be as competitive as they were over the past three years. For this reason, we feel that it is highly unlikely newly employed WIOA participants will earn at the salary levels necessary to reach your proposed goals for this measure.

Thank you in advance for your attention to this request. Should you have questions please contact me at dremick@arlingtonva.us or 703.228.1412.

Sincerely,

A handwritten signature in black ink, appearing to read "David Remick". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

David Remick
Executive Director

CC: Yolanda Crewe/VCCS
Carrie Douglas/VCCS
Daniel Feagans/VCCS
Brian Long/VCCS
Alberto Marino/RWC Chair

PY20-21 Regional Workforce Council Membership Roster

Membership Directory

First Name	Last Name	Title	Organization	Addr1	Addr2	City	State	ZIP	Phone	Email
Eduardo	Achach	Assistant Director, Human Resources	Hyatt Regency Crystal City	2799 Jefferson Davis Highway		Arlington	VA	22202	(703) 413-6713	eduardo.achach@hyatt.com
Kate	Bates	President & CEO	Arlington Chamber of Commerce	2009 14th Street North	Suite 100	Arlington	VA	22201	(703) 525-2400	kbates@arlingtonchamber.org
Lisa	Bauer	Manager, Workforce Development	Goodwill of Greater Washington	10 South Glebe Road		Arlington	VA	22204	(703) 769-3714	Lisa.bauer@dcgoodwill.org
Joel	Bernstein	President	ECCA Payroll/Benefit Providers	205 S Whiting Street	Suite 311	Alexandria	VA	22304	(703) 370-2226	ibernstein@BENEFITPROVIDERS.COM
Patrick	Brennan	Executive Director	Communities In Schools of NOVA	1615 Duke Street	3rd Floor	Alexandria	VA	22314	(703) 875-0775	brennanp@cisova.org
Stephanie	Briggs	WGL Manager of Talent Acquisition & Development	Washington Gas	4501 N. Jordan Court		Alexandria	VA	22304	(703) 750-5919	StephanieBriggs@washgas.com
Karen	Brown	Manager	Virginia Department for Aging and Rehabilitative Services	5904 Old Richmond Highway	Suite 410	Alexandria	VA	22303	(703) 960-3411	karen.brown@dars.virginia.gov
Dottie	Brown	Manager, Alexandria Local Office	Virginia Employment Commission	2905 Burgundy Place		Woodbridge	VA	22192	(703) 813-1365	Dorthea.Brown@vec.virginia.gov
Stacey	Butler	Regional Learning Center Manager, Workforce Initiatives	CVSCaremark	415 Monroe Avenue		Alexandria	VA	22301	(202) 537-1830	Stacey.Butler@cvscaremark.com
Alex	Cooley	Labor Market Research Manager	Northern Virginia Community College	Brault Building, Room 252, Suite 253	4001 Wakefield Chapel Road	Annandale	VA	22003	(703) 323-3337	acooley@nvcc.edu
Dennis	Desmond	Business Manager	Laborers' International Union of North America Local 11	3680 Wheeler Avenue	Unit 100	Alexandria	VA	22304	(703) 504-6166	DDesmond@maliuna.org
James	Egenrieder	Research Faculty and Director, Qualcomm® Thinkabit Lab	Virginia Tech National Capital Region	900 N Glebe Rd,		Arlington	VA	22203	(571) 482-8298	JimE@vt.edu
John	Gallagher	COO	Energescio Mechanical	1000 Cameron Street		Alexandria	VA	22314	(571) 932-3590	jgallagher@energescio.com
Lesa	Gilbert	Director, Center for Economic Support	Alexandria City Dept. of Community and Human Services	1900 N. Beauregard Street	Suite 300	Alexandria	VA	22311	(703) 746-5912	lesa.gilbert@alexandriava.gov
Daniel	Gomez	Chief Strategy Officer	Capitol Bridge	1210 S. Barton Street		Arlington	VA	22204	(303) 514-8336	Daniel.Gomez@CapitolBridgeLLC.com
Ellen	Harpel	Founder/President	Business Development Advisors LLC	2610 North Key Boulevard		Arlington	VA	22201	(571) 212-3397	eharpel@businessdevelopmentadvisors.com
Tricia	Jacobs	Coordinator of Career and Technical Education	Alexandria City Public Schools	1340 Braddock Place		Alexandria	VA	22314	(703) 824-6632	tricia.jacobs@acps.k12.va.us
Elizabeth	Jones	Executive Director	OAR of Arlington, Alexandria, and Falls Church	1400 N. Uhle Street	Suite 704	Arlington	VA	22201	(703) 228-7441	EJones@oaronline.org
Alberto	Marino	Senior Sourcing Officer-Diversity Recruitment	Washington Metropolitan Transit Authority	600 Fifth Street NW		Washington	DC	20001	(202) 962-1189	amarino@wmata.com
Kris	Martini	Director	Arlington Public Schools, Career, Technical and Adult Education	2110 Washington Boulevard	2nd Floor	Arlington	VA	22204	(703) 228-7209	kmartini@arlington.k12.va.us
Jennifer	Van Buren	Program Director	Melwood JOBs	750 S. 23rd Street		Arlington	VA	22202	(703) 299-3232	jvanburen@melwood.org
Christine	McCurdy	Northern Virginia Executive Director	Urban Alliance	507 Summers Ct,		Alexandria	VA	22301	(908) 249-1986	cmccurdy@theurbanalliance.org
Erik	Pages	President	EntreWorks Consulting	3407 North Edison Street		Arlington	VA	22207	(703) 237-2506	epages@entretworks.net
Cynthia	Richmond	Deputy Director	Arlington Economic Development	1100 N. Glebe Road	Suite 1500	Arlington	VA	22201	(703) 228-0840	crichmond@arlingtonva.us
Andrea	Rubino	Recruiter	Freddie Mac	8200 Jones Branch Drive		McLean	VA	22102	(703) 606-2317	Andrea_rubino@freddiemac.com
Kiersten	Portlock	Customer Service Manager	Giant Food	3131 Duke Street		Alexandria	VA	22134	(703) 237-9609	Kiersten.Portlock@giantfood.com
Brian	Stout	Senior Manager, Public Policy	Amazon	601 New Jersey Ave NW	Suite 900	Washington	DC	20001	(703) 966-7182	brstout@amazon.com
Chastity	Thornton	Senior Vice President, Commercial Relationship Manager	Atlantic Union Bank	1800 Robert Fulton Drive		Reston	VA	20191	(703) 871-1824	chastity.thornton@atlanticunionbank.com
Fernando	Torrez	President and CEO	Nano Tech Computer Consulting, LLC	105 N. Washington Street	Suite 201	Alexandria	VA	22314	(571) 970-4585	fernando@nanotechcomputers.net
Ryan	Touhill	Chief of Staff	Alexandria Economic Development Partnership, Inc.	625 N. Washington Street	Suite 400	Alexandria	VA	22314	(703) 739-3820	touhill@AlexEcon.org
Darren	Tully	Vice President & Relationship Management Officer	Freedom Bank	1532 N Randolph Street		Arlington	VA	22207	(703) 667-4118	dtully@freedombankva.com
Landon	Winkelvoss	Chief Operating Officer & Co-Founder	NISOS Group	101 N. Alfred Street, Suite 201		Alexandria	VA	22314	(540) 272-2695	lkw@nisosgroup.com
Ricardo	Wright	Labor and Employee Relations Department	Metropolitan Washington Airports Authority	2733 Crystal Drive	Two Potomac Yard Building, Suite #600	Arlington	VA	22202	(703) 417-1011	Ricardo.Wright@MWAA.com

WIOA Eligible Training Provider Recertification

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

PROVIDER NAME: Spectrum beauty Academy, LLC			
A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: BARBER			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	13	0	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	13	0	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	13	0	
Number of students who obtained unsubsidized employment after completing your training program.	13	0	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	\$30. /hour	\$30.	
Is the information listed on your initial application current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	Patricia Paxton		Date: 08/20/2020
Title:	Executive Director		
Email:	info@learnatspectrum.com	Telephone:	703-370-9700

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2100 WASHINGTON BOULEVARD, 1ST FLOOR
ARLINGTON, VA 22204
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**ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL
WIOA ELIGIBLE TRAINING PROVIDERS
RE-CERTIFICATION FORM**

PROVIDER NAME: Spectrum beauty Academy, LLC A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: Basic Esthetics			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412		All Students 39	WIOA Students Only 0
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)		37	0
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)		35	0
Number of students who obtained unsubsidized employment after completing your training program.		35	0
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.		\$47./M.	0
Is the information listed on your initial application current?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:		Patricia Paxton	
Title:		Executive Director	
Email:	info@learnatspectrum.com	Telephone:	703-370-9700

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

PROVIDER NAME: Spectrum beauty Academy, LLC A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name:			
Cosmetology			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period.		All Students	WIOA Students Only
If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412		37	0
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)		35	0
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)		34	0
Number of students who obtained unsubsidized employment after completing your training program.		34	0
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.		\$45.1M.	0
Is the information listed on your initial application current?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:		Patricia Paxton Executive Director	
Title:		Date: 08/20/2020	
Email:	info@learnatspectrum.com	Telephone:	703-370-9700

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

PROVIDER NAME: Spectrum beauty Academy, LLC A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: Master Esthetics			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412		All Students 12	WIOA Students Only 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.		12	0
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.		\$55./hr.	0
Is the information listed on your initial application current?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:		Patricia Paxton	
Title:		Executive Director	
Email:	info@learnatspectrum.com	Telephone:	703-370-9700

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

PROVIDER NAME: Spectrum beauty Academy, LLC A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: Nail Technology			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412		All Students 30	WIOA Students Only 0
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)		26	0
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)		24	0
Number of students who obtained unsubsidized employment after completing your training program.		22	0
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.		\$30./hr	0
Is the information listed on your initial application current?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:		Patricia Paxton	
Title:		Executive Director	
Email:	info@learnatspectrum.com	Telephone:	703-370-9700

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**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 approval for the Eligible Training Provider List? *(If so, please provide updated documentation of these items.)*

Grievance/Complaint Procedure ☐ Yes ☒ No

Equal Opportunity is the Law poster prominently displayed ☐ Yes ☒ No

Limited English Proficiency Process ☐ Yes ☒ No

Reasonable Accommodations *(for individuals with disabilities)* ☐ Yes ☒ No

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

Auxiliary aids for individuals with hearing and/or visual impairment ☒ Yes ☐ No

Accessible workstations with accessible software ☒ Yes ☐ No

Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.) ☒ Yes ☐ No

Interpreters (spoken language & sign language) ☒ Yes ☐ No

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

How is training provided to LEP students? Textbook and Training Material is issued in different languages And Theory is delivered in different languages

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

☒ Yes ☐ No

(If yes please describe.) Instructors are trained to identify and instruct LEP Students

Is material and posters displayed in alternate languages? ☒ Yes ☐ No

(If so, what languages?) Materials are provided in Spanish and Chinese

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**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 PROGRAM			
Approved Program Name:		Culinary Training Program	
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	18	4	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	13	3	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	13	3	
Number of students who obtained unsubsidized employment after completing your training program.	10	3	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	\$13.00	\$13.66	
Is the information listed on your initial application current?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	Daniela Hurtado		Date: 8/26/2020
Title:	Director of Programs		
Email:	danielahurtado@lacocinava.org	Telephone:	(703) 574-1058

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

Date: 8/26/2020

Name of Person Completing the Form: Daniela Hurtado

Training Provider's Name: La Cocina VA

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

Equal Opportunity & Access Review

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

Grievance/Complaint Procedure ☐ Yes ☒ No

Equal Opportunity is the Law poster prominently displayed ☐ Yes ☒ No

Limited English Proficiency Process ☐ Yes ☒ No

Reasonable Accommodations *(for individuals with disabilities)* ☐ Yes ☒ No

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

Auxiliary aids for individuals with hearing and/or visual impairment ☐ Yes ☒ No

Accessible workstations with accessible software ☒ Yes ☐ No

Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.) ☒ Yes ☐ No

Interpreters (spoken language & sign language) ☒ Yes ☐ No

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

How is training provided to LEP students? Training provided in Spanish, Vocational English classes, after-class English Study group

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

☒ Yes ☐ No

(If yes please describe.) TSOL Certification

Are materials and posters displayed in alternate languages?

☒ Yes ☐ No

(If so, what languages?) _____

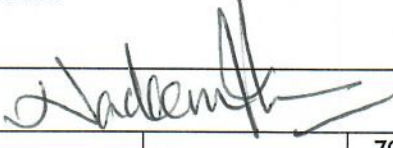
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Week	Topics	Learning Objectives
1	INTRODUCTION	Understand the goals and requirements of the course
	SELF AWARENESS	Knowing and understanding yourself Understanding how you relate to others
2	TIME MANAGEMENT	Effectively manage and organize your time to be able to balance the coursework, work, and family life
	PERSONAL GOALS	Learn techniques for more effective goal setting and follow through
3	CULINARY CAREERS	Understand the different industries, jobs, and career paths within the culinary industry
		Become familiarized with the needs and expectations of culinary jobs Set professional goals
4	TEAMWORK I (PERSONALITY & CULTURE)	Identify barriers to effective teamwork Self reflect and deepen self-awareness to understand your strengths and weaknesses when working with others
	STAGE OVERVIEW	Learn about different cultures and become more aware and tolerant of differences Understand the purpose of the stage and logistical components Receive stage placement
5	NO CLASS - STAGE WEEK	
6	STAGES & INTERNSHIPS	Recap and reflect upon learnings during the stage Start thinking about internship placements and refine professional goals
	TEAMWORK II (COMMUNICATION)	Learn and be inspired by the experiences of our graduates or other successful people in the industry Increase awareness of barriers to effective communication Practice assertive communication
7	RESUME	Understand the components of a resume Learn how to write a resume
	EMAIL & VOICEMAIL (*optional)	Create a resume that you can take with you after La Cocina VA and add to over time Set up a professional email account and voicemail
8	INTERVIEWING	Learn basic interview techniques for any job field and how to prepare for an interview
		Practice interviewing for culinary jobs and receive feedback to improve Be prepared and confident to handle real-world interviews
9	JOB APPLICATIONS	Properly fill out a job application
		Learn different ways to find and apply to a job Understand how to answer personality assessment questions
10	CONFLICT MANAGEMENT	Increase awareness of sources of conflict Discuss different conflict resolution strategies and know when to apply each
	FEEDBACK	Understand what feedback is and how to ensure it is effective rather than damaging Increase awareness of how you currently offer feedback and how you can improve Be prepared to receive and act upon feedback
	COMPLAINTS	Learn the appropriate times and ways to present complaints at work Understand the role of Human Resources and your rights in the workplace
11	COPING SKILLS	Learn and practice new ways to manage and reduce stress
	FINAL EXAM	Apply and show mastery of the content learned throughout the course
12	SELF ADVOCACY	Discuss and encourage standing up for yourself
	WRAP UP	Learn techniques to manage and overcome fear Understand what happens next and the nature of the commitments with La Cocina VA

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

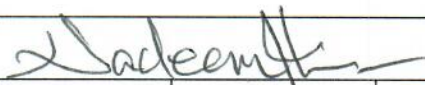
PROVIDER NAME: 1st CDL Training Center of NOVA

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name:		CDL Class A	
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	60	34	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	45	31	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	45	31	
Number of students who obtained unsubsidized employment after completing your training program.	15	6	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	11	8	
Is the information listed on your initial application current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	Nadeem Ikram		Date: 9/1/20
Title: Director			
Email:	nadeem@1stcdltrainingcenter.com	Telephone:	703-347-7999

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

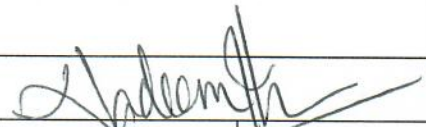
PROVIDER NAME: 1st CDL Training Center of NOVA

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name:		CDL B (Passengers Bus)	
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	20	6	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	16	4	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	16	4	
Number of students who obtained unsubsidized employment after completing your training program.	0	0	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	8	2	
Is the information listed on your initial application current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	Nadeem Ikram		Date: 9/1/20
Title: Director			
Email:	nadeem@1stcdltrainingcenter.com	Telephone:	703-347-7999

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

PROVIDER NAME: 1st CDL Training Center of NOVA

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name:		CDL B (Dump Truck)	
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	5	1	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	3	1	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	3	1	
Number of students who obtained unsubsidized employment after completing your training program.	0	0	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	2	1	
Is the information listed on your initial application current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	Nadeem Ikram		Date: 9/1/20
Title: Director			
Email:	nadeem@1stcdltrainingcenter.com	Telephone:	703-347-7999

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

Date: 9/1/20

Name of Person Completing the Form: Nadeem Ikram

Training Provider's Name: 1st CDL Training Center of NOVA

Address of the training facility: 5716 Telegraph Road, Alexandria, VA 22303

Equal Opportunity & Access Review

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

Grievance/Complaint Procedure ☐ Yes ☒ No

Equal Opportunity is the Law poster prominently displayed ☐ Yes ☒ No

Limited English Proficiency Process ☐ Yes ☒ No

Reasonable Accommodations *(for individuals with disabilities)* ☐ Yes ☒ No

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

Auxiliary aids for individuals with hearing and/or visual impairment ☐ Yes ☒ No

Accessible workstations with accessible software ☒ Yes ☐ No

Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.) ☒ Yes ☐ No

Interpreters (spoken language & sign language) ☐ Yes ☒ No

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

How is training provided to LEP students? N/A

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

☐ Yes ☒ No

(If yes please describe.) _____

Is material and posters displayed in alternate languages? ☐ Yes ☒ No

(If so, what languages?) _____

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

PROVIDER NAME: Global Educational Institute

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: CPR/AED and First Aid			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	94	6	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	94	6	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	94	6	
Number of students who obtained unsubsidized employment after completing your training program.	92	6	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	N/A	N/A	
Is the information listed on your initial application current?	<input checked="" type="checkbox"/> 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.	<input checked="" type="checkbox"/> 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: 08/24/2020
Title:	President / CEO		
Email:	globaledinstitute@yahoo.com	Telephone:	(571) 505-0438

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

PROVIDER NAME: Global Educational Institute

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: Personal Care Assistant (PCA)			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	41	3	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	40	3	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	38	3	
Number of students who obtained unsubsidized employment after completing your training program.	36	3	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	\$13.00	\$13.00	
Is the information listed on your initial application current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: 08/24/2020
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WIOA ELIGIBLE TRAINING PROVIDERS
RE-CERTIFICATION FORM**

PROVIDER NAME: Global Educational Institute

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: Nursing Assistant (for CNA Certification)			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	56	3	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	53	3	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	52	3	
Number of students who obtained unsubsidized employment after completing your training program.	50	3	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	\$15.00	\$15.00	
Is the information listed on your initial application current?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: 08/24/2020
Title:	President / CEO		
Email:	globaledinstitute@yahoo.com	Telephone:	(571) 505-0438

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WIOA ELIGIBLE TRAINING PROVIDERS
RE-CERTIFICATION FORM**

PROVIDER NAME: Global Educational Institute

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name: Medication Aide (for MA Certification)			
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	19	3	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)	16	2	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)	15	2	
Number of students who obtained unsubsidized employment after completing your training program.	15	2	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.	\$17.00	\$17.00	
Is the information listed on your initial application current?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: 08/24/2020
Title:	President / CEO		
Email:	globaledinstitute@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
WIOA ELIGIBLE TRAINING PROVIDERS
ADA AUDIT FORM**

Date: **August 24, 2020**

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 approval for the Eligible Training Provider List? *(If so, please provide updated documentation of these items.)*

Grievance/Complaint Procedure ☐ Yes ☒ No

Equal Opportunity is the Law poster prominently displayed ☐ Yes ☒ No

Limited English Proficiency Process ☐ Yes ☒ No

Reasonable Accommodations *(for individuals with disabilities)* ☐ Yes ☒ No

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

Auxiliary aids for individuals with hearing and/or visual impairment ☒ Yes ☐ No

Accessible workstations with accessible software ☒ Yes ☐ No

Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.) ☒ Yes ☐ No

Interpreters (spoken language & sign language) ☒ Yes ☐ No

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

How is training provided to LEP students? **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 training**

Is material and posters displayed in alternate languages? ☐ Yes ☐ No

(If so, what languages?) **Spanish, Amharic**

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GLOBAL EDUCATIONAL INSTITUTE

901 South Highland St., Suite 337
Arlington, VA 22204

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

Monday, August 31, 2020

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

ANSWER: Aside from its robust program curriculums and teachings (CPR/AED and First Aid, Personal Care Assistant (PCA), Nursing Assistant (CNA) and Medication Aide (MA)), 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 (while exuding self-confidence), where they can communicate effectively orally, in writing, and non-verbally, to demonstrate their leadership and/or team-player skills with others.

Furthermore, our students are taught to be productive and have problem solving skills. The tools used include class discussions, videos, visual displays, and life/role scenarios.

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

PROVIDER NAME: Together We Bake

A SEPARATE FORM MUST BE COMPLETED FOR EACH TRAINING PROGRAM			
Approved Program Name:		Together We Bake	
Reporting Period:		July 1, 2019 – June 30, 2020	
Number of students who participated in your training program during the Reporting Period. If you need help identifying WIOA-sponsored students, call David Remick at 703.228.1412	All Students	WIOA Students Only	
	23	0	
Total number of students who successfully completed your program. (Goal: Meet or Exceed 50%)		20	
Total number of students who earned an in-demand industry-recognized certificate, license, diploma, or degree. (Goal: Meet or Exceed 65%)		18	
Number of students who obtained unsubsidized employment after completing your training program.		14	
The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from your training program.		\$12.55/hr	
Is the information listed on your initial application current?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:		Stephanie Wright	Date: 9/3/20
Title: Executive Director			
Email:	stephanie@togetherwebake.org	Telephone:	703-973-8775

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

Date:

Name of Person Completing the Form: Stephanie Wright

Training Provider's Name: Together We Bake

Address of the training facility: 212 South Washington Street, Alexandria, VA 22314

Equal Opportunity & Access Review

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

Grievance/Complaint Procedure ☐ Yes ☒ No

Equal Opportunity is the Law poster prominently displayed ☐ Yes ☒ No

Limited English Proficiency Process ☐ Yes ☒ No

Reasonable Accommodations *(for individuals with disabilities)* ☐ Yes ☒ No

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

Auxiliary aids for individuals with hearing and/or visual impairment ☒ Yes ☐ No

Accessible workstations with accessible software ☒ Yes ☐ No

Physical accessibility (i.e.: ramps, bathroom, evacuation plan, etc.) ☒ Yes ☐ No

Interpreters (spoken language & sign language) ☐ Yes ☒ No

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

How is training provided to LEP students? We were planning to hold a Spanish speaking cohort for the summer 2020 session, but it was canceled due to COVID.

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

☐ Yes ☒ No

(If yes please describe.) _____

Is material and posters displayed in alternate languages? ☐ Yes ☒ No

(If so, what languages?) _____

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Consent Agenda Ends