VIRGINIA CAREER WORKS

ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council
Executive Committee Meeting Agenda
September 6, 2024
8:30 am to 9:30 am

Arlington Department of Human Services
2100 Washington Blvd., LL AUD
Arlington, VA 22204

Welcome Message	*Stacey Butler*
Public Comment Period (2 min per comment)	*David Remick*
Review September Meeting Agenda	*David Remick*
Review & Approve Consent Agenda Package	*David Remick*
Adjourn	*Stacey Butler*

UPCOMING MEETINGS

Meeting	Date	Time	Location
Regional Workforce Council Meeting	September 19, 2024	8:30am – 9:30am	In-Person
One-Stop Operations Committee Meeting	September 19, 2024	9:30am – 10:30am	In-Person
Executive Committee Meeting	January 3, 2025	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	January 23, 2025	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	January 23, 2025	9:30am – 10:30am	Virtual
Executive Committee Meeting	April 4, 2025	8:30am – 9:30am	In-Person
Regional Workforce Council Meeting	April 24, 2025	8:30am – 9:30am	In-Person
One-Stop Operations Committee Meeting	April 24, 2025	9:30am – 10:30am	In-Person
Executive Committee Meeting	June 6, 2025	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 26, 2025	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	June 26, 2025	9:30am – 10:30am	Virtual

VIRGINIA CAREER WORKS

ALEXANDRIA | ARLINGTON REGION

Alexandria/Arlington Regional Workforce Council
Quarterly Meeting

Agenda

September 19, 2024
8:30 am to 9:30 am

Arlington Public Schools' School Board Room
Syphax Education Center
2110 Washington Blvd, 2nd Floor, Room 454
Arlington, VA 22204

Welcome Message	*Stacey Butler*
Public Comment Period	*David Remick*

- 2 minutes per public comment

Consent Agenda	*David Remick*
Labor Market Update	*Marisa Lemma*
Member Updates	*All*
Adjourn	*Stacey Butler*
Networking	*All*

**UPCOMING MEETINGS**

Meeting	Date	Time	Location
Executive Committee Meeting	January 3, 2025	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	January 23, 2025	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	January 23, 2025	9:30am – 10:30am	Virtual
Executive Committee Meeting	April 4, 2025	8:30am – 9:30am	In-Person
Regional Workforce Council Meeting	April 24, 2025	8:30am – 9:30am	In-Person
One-Stop Operations Committee Meeting	April 24, 2025	9:30am – 10:30am	In-Person
Executive Committee Meeting	June 6, 2025	8:30am – 9:30am	Virtual
Regional Workforce Council Meeting	June 26, 2025	8:30am – 9:30am	Virtual
One-Stop Operations Committee Meeting	June 26, 2025	9:30am – 10:30am	Virtual

Consent Agenda Notes

- June 20, 2024 Meeting Minutes – Recommendation: Approval
- September 6, 2024 Executive Committee Meeting Minutes – Recommendation: Approval
- One-Stop Operator Quarterly Report – For Your Information Only
- Key Points from Panel Discussion on Work Experience Programs – For Your Information Only
- LWDA 12 summary -PY2023 PERFORMANCE_STATUS_BY QRT-thru Q3 – For Your Information Only
- WIOA Title I Performance Goals for Program Years 2024 and 2025 – For Your Information Only
- PY24/FY25 WIOA Formula Funding Levels – For Your Information Only
- Local Policies for WIOA-Funded Programs: WIOA Self-Sufficiency Policy, Individual Training Account Policy, Awards to WIOA Youth Policy, and Virtual Meetings/Remote Participation Policy have been updated to stay aligned with federal and state policy, and/or to respond to regional needs. – Recommendation: Approval
- Electronic Meetings Policy FAQs – For Your Information Only
- Arlington WIOA Career Services RFP Update: Arlington County Government is currently in the negotiation phase for this award. The Executive Director will update the Council once a vendor contract has been signed. – For Your Information.
- WIOA Funding Transfer Request: Due to the increased demand for training funds to serve WIOA Adult customers, the Executive Director is requesting the transfer of up to $309,592.00 in funds between the PY23/FY24 WIOA Dislocated Worker program and the PY23 WIOA Adult program. The Council needs to approve this request for the State WIOA Administrator to authorize the funding transfer. – Recommendation: Approval
- Additions to Eligible Training Provider List: George Mason University would like to add their Advanced Paralegal Certificate Program and Certified Clinical Medical Assistant Program to their services currently offered through Virginia's WIOA Eligible Training Provider List. Their application is complete and meets the requirements to be added to the Eligible Training Provider List. – Recommendation: Approval

Consent Agenda Begins

June 20, 2024 Meeting Minutes

MEETING MINUTES OF THE <u>HYBRID</u>
ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL

June 20, 2024

The **ALEXANDRIA/ARLINGTON REGIONAL WORKFORCE COUNCIL** convened its meeting virtually, with in-person option for the public and members, at **8:30am** on **June 20, 2024**.

ATTENDANCE

Nelson	Aguilar	Present-Hybrid
Betel	Aklilu	Present-Hybrid
Kate	Bates	Absent
Lisa	Bauer	Present-Hybrid
Brandon	Bedford	Present-Hybrid
Joel	Bernstein	Absent
Patrick	Brennan	Absent
Tyler	Schreffler	Present-Hybrid
Dottie	Brown	Proxy Provided To Chair
Stacey	Butler	Present-Hybrid
Steve	Cooper	Proxy to M. Archer
Dennis	Desmond	Absent
James	Egenrieder	Present-Hybrid
John	Gallagher	Absent
Lesa	Gilbert	Proxy to K. Ashmore
Annette	Haggray	Absent
Ellen	Harpel	Proxy Provided To Vice-Chair
Tricia	Jacobs	Absent
William	Lopez	Present-Hybrid
Alberto	Marino	Present-Hybrid
Marian	Marquez	Proxy to A. Cooley
Kris	Martini	Absent
Erik	Pages	Present-Hybrid
Sean	Steele	Absent
Brian	Stout	Present-Hybrid
G. Tyler	Tenbrink	Present-Hybrid
Crystal	Thrower	Present-Hybrid
Fernando	Torrez	Proxy Provided To Vice-Chair
Monica	West	Absent
Elizabeth	Yoder	Present-Hybrid

STAFF: David Remick

MOTIONS & ACTIONS/VOTES

No individuals provided public comment.

June 20, 2024 Regional Workforce Council Consent Agenda was approved.

- The Council unanimously supported the motion 17-0.

Meeting adjourned at **9:35am**.

September 6, 2024 Executive Committee Meeting Minutes

One-Stop Operator Quarterly Report

Key Points from Panel Discussion on Work Experience Programs

- Minimal costs to hosting work experience participants. Work experience salaries can be paid at lower rates vs. regular FTE positions in order to cover any additional costs. Regional education institutions and community agencies can support recruitment.

- May need separate employment agreements and modified job descriptions. Interview processes could remain unchanged.

- Customized training plans are developed for work experience participants, with regular check-ins and progress tracking to ensure milestone achievements, just like regular with FTEs.

- Supervisors of work experience participants are typically knowledgeable employees with mentoring capabilities. No extra compensation has to be provided for supervisors as mentoring is typically considered to be part of their roles.

- While participants gain work experience, they are helping to deliver the products, programs, and services that businesses offer.

- Hosting work experience participants offer a positive return on investment, which includes employee retention, reduced recruitment costs, and the development of a skilled workforce. Positive cultural shifts and fresh ideas are also provided by the participants. Participants who are promoted to new FTEs can be 6 to 12 months ahead of their college graduate peers. Not just in hard skills, but in soft skills too.

LWDA 12 summary -PY2023 PERFORMANCE_STATUS_BY QRT-thru Q3

		ETA 9173 - Quarter 1		ETA 9173 - Quarter 2		ETA 9173 - Quarter 3	
PY 2023		Quarter 1		Quarter 2		Quarter 3	
State Level		**State Level**		**State Level**		**State Level**	
Adult	PY 23 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	78.50%	81.00%	103.2%	82.10%	104.6%	82.90%	105.6%
Employment 4th Quarter after Exit	79.50%	81.30%	102.3%	81.00%	101.9%	81.40%	102.4%
Median Earnings 2nd Quarter after Exit	$6,100.00	$8,119.00	133.1%	$8,616.00	141.2%	$8,915.00	146.1%
Credential Attainment within 1 year	75.00%	64.50%	86.0%	69.10%	92.1%	73.10%	97.5%
Measurable Skills Gain	68.50%	38.40%	56.1%	61.90%	90.4%	69.90%	102.0%
Dislocated Workers							
Employment 2nd Quarter after Exit	86.00%	82.90%	96.4%	83.40%	97.0%	80.80%	94.0%
Employment 4th Quarter after Exit	82.50%	85.60%	103.8%	83.20%	100.8%	82.10%	99.5%
Median Earnings 2nd Quarter after Exit	$8,900.00	$10,449.00	117.4%	$10,338.00	116.2%	$10,232.00	115.0%
Credential Attainment within 1 year	72.50%	73.90%	101.9%	76.80%	105.9%	80.10%	110.5%
Measurable Skills Gain	62.00%	45.10%	72.7%	64.40%	103.9%	69.60%	112.3%
Youth							
Employment 2nd Quarter after Exit	73.50%	86.20%	117.3%	84.00%	114.3%	84.90%	115.5%
Employment 4th Quarter after Exit	72.00%	74.50%	103.5%	73.80%	102.5%	77.40%	107.5%
Median Earnings 2nd Quarter after Exit	$3,400.00	$5,875.00	172.8%	$5,774.00	169.8%	$5,496.00	161.6%
Credential Attainment within 1 year	68.50%	62.00%	90.5%	64.80%	94.6%	67.90%	99.1%
Measurable Skills Gain	60.50%	32.50%	53.7%	55.90%	92.4%	67.00%	110.7%
PY 2023		Quarter 1		Quarter 2		Quarter 3	
LWDA 12	LWDA 12	LWDA 12		LWDA 12		LWDA 12	
Adult	PY 23 Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level	Actual Performance	% of Negotiated Level
Employment 2nd Quarter after Exit	79.0%	78.60%	99.5%	66.70%	84.4%	72.20%	91.4%
Employment 4th Quarter after Exit	78.2%	75.00%	95.9%	66.70%	85.3%	68.60%	87.7%
Median Earnings 2nd Quarter after Exit	$6,100	$7,800.00	127.9%	$7,995.00	131.1%	$8,794.00	144.2%
Credential Attainment within 1 year	75.0%	83.30%	111.1%	80.00%	106.7%	76.90%	102.5%
Measurable Skills Gain	85.3%	46.00%	53.9%	72.60%	85.1%	72.40%	84.9%
Dislocated Workers							
Employment 2nd Quarter after Exit	85.4%	100.00%	117.1%	66.70%	78.1%	63.60%	74.5%
Employment 4th Quarter after Exit	82.5%	66.70%	80.8%	66.70%	80.8%	71.40%	86.5%
Median Earnings 2nd Quarter after Exit	$8,900	$22,225.00	249.7%	$22,579.00	253.7%	$22,933.00	257.7%
Credential Attainment within 1 year	70.0%	66.70%	95.3%	66.70%	95.3%	57.10%	81.6%
Measurable Skills Gain	69.2%	60.00%	86.7%	62.50%	90.3%	75.00%	108.4%
Youth							
Employment 2nd Quarter after Exit	75.3%	66.70%	88.5%	75.00%	99.5%	80.00%	106.2%
Employment 4th Quarter after Exit	80.3%	100.00%	124.5%	100.00%	124.5%	90.90%	113.2%
Median Earnings 2nd Quarter after Exit	$3,250	$2,688.00	82.7%	$2,996.00	92.2%	$4,198.00	129.2%
Credential Attainment within 1 year	68.5%	100.00%	146.0%	100.00%	146.0%	33.30%	48.6%
Measurable Skills Gain	80.5%	50.00%	62.1%	50.00%	62.1%	42.90%	53.3%

WIOA Title I Performance Goals for Program Years 2024 and 2025

To: David Remick, MPA Executive Director, Alexandria/Arlington Workforce
        Development Board

From: Dr Robert M Walker Jr, Director Workforce Services

Date: July 18th, 2024

Re: WIOA Title I Performance Goals for Program Years 2024 and 2025

Thank you for participating in the WIOA Title I Program Years 2024 and 2025 negotiations process. Below is a summary of the Final Negotiated and accepted Performance Goals for Program Years 2024 and 2025.

WIOA Title I Performance - LWDA 12	VA-LSAM - Model Predictions	Recommended starting negotiation level	LWDA 12 Response	State Accepted level/LWDA Final Goals PY 24&25
Adult				
Employment 2nd Quarter after Exit	91.97%	91.97%	83.0%	**83.00%**
Employment 4th Quarter after Exit	77.15%	81.00%	77.2%	**77.20%**
Median Earnings 2nd Quarter after Exit	$5,634.41	$8,000.00	Accepted	**$8,000.00**
Credential Attainment within 1 year	62.85%	75.00%	Accepted	**75.00%**
Measurable Skills Gain	90.35%	75.00%	Accepted	**75.00%**
Dislocated Workers				
Employment 2nd Quarter after Exit	80.99%	86.00%	Accepted	**86.00%**
Employment 4th Quarter after Exit	84.74%	85.00%	Accepted	**85.00%**
Median Earnings 2nd Quarter after Exit	$8,255.69	$10,000.00	Accepted	**$10,000.00**
Credential Attainment within 1 year	47.06%	74.00%	Accepted	**74.00%**
Measurable Skills Gain	87.87%	72.00%	Accepted	**72.00%**
Youth				
Employment 2nd Quarter after Exit	85.62%	85.62%	Accepted	**85.00%**
Employment 4th Quarter after Exit	88.35%	88.35%	Accepted	**88.00%**
Median Earnings 2nd Quarter after Exit	$3,311.98	$4,700.00	Accepted	**$4,700.00**
Credential Attainment within 1 year	26.95%	68.50%	Accepted	**68.50%**
Measurable Skills Gain	62.40%	68.00%	Accepted	**68.00%**

The final negotiated levels in this letter shall be included in your Local Workforce Development Area Modified Plan. If you have any questions, please email me at Robert.Walker@virginiaworks.gov

Thank you.

Dr Robert M Walker Jr

PY24/FY25 WIOA Formula Funding Levels
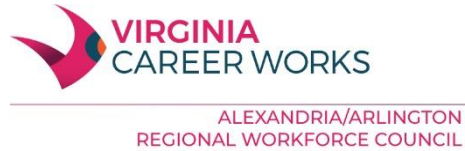
June 10, 2024

Ms. Katrina Ashmore
Chief of Workforce Development
Department of Community & Human Services
City of Alexandria Government
4850 Mark Center Dr., Suite 600
Alexandria, VA 22311

Ms. Natasha Minocha
EID/FASS Administrative Officer
Department of Human Services
Arlington County Government
2100 Washington Boulevard, First Floor
Arlington, VA 22204

RE: PY24/FY25 WIOA Formula Funding Levels

Ms. Ashmore & Mr. Minocha:

Below, please find the PY24/FY25 WIOA Formula Funding Allocations for the Alexandria Workforce Development Center and the Arlington Employment Center (Alexandria/Arlington's Virginia Career Works Centers):

NAME	Adult	Youth	Dislocated Worker	Total Allocation
Alexandria/Arlington	**$307,436**	**$283,051**	**$309,592**	**$900,079**
ARLINGTON CO.	$155,010	$0	$158,737	$313,747
Admin (10% to RWC)	$15,501	$0	$15,874	$31,375
Programmatic (90%)	$139,509	$0	$142,863	$282,372
Personnel	$83,706	$0	$85,718	$169,423
Training	$55,804	$0	$57,145	$112,949
AJC Total Allocation	**$139,509**	**$0**	**$142,863**	**$282,372**
Min Goal Served	**12**	**0**	**13**	
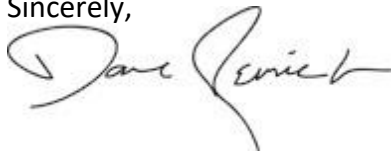
ALEXANDRIA CITY	$152,426	$283,051	$150,855	$586,332
Admin (10% to RWC)	$15,243	$28,305	$15,086	$58,633
Programmatic (90%)	$137,183	$254,746	$135,770	$527,699
Personnel	$82,310	$203,797	$81,462	$367,569
Training/WEX	$54,873	$50,949	$54,308	$160,130
AJC Total Allocation	**$137,183**	**$254,746**	**$135,770**	**$527,699**
Min Goal Served	**12**	**13**	**12**	
RWC BEG. BALANCE				$90,008
LESS OPERATOR				$20,000
LESS WIOA VENDOR				$31,375
LESS JOBSEQ				$5,200
LESS SKILLUP				$6,500
LESS PV				$9,500
RWC BALANCE				$17,433

All WIOA funding should be spent in accordance with Federal Uniform Administrative Requirements CFR 200.24 and 200.330 (a). Please note that TEGL 12-23 (attached to email) describes the methodology that Virginia currently uses, which is the sub-state allocations statutory formulas, outlined in Attachment C, on pages 34-36.

Virginia Works will issue the Notice of Obligation (NOO) documents to the Regional Workforce Council once the state receives their NOO from the Department of Labor Employment and Training Administration (DOLETA). Should you have any questions, please contact me at dremick@arlingtonva.us.

Thank you for developing our regional workforce!

Sincerely,

David Remick
Executive Director

CC: S. Butler, Alexandria/Arlington Regional Workforce Council Chair

Local Policies for WIOA-Funded Programs

Local Policies for WIOA-Funded Programs
(Revised ~~January 26, 2023~~September 19, 2024)

CONTENTS

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.

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.

WIOA SELF-SUFFICIENCY POLICY FOR ~~2023~~2024

REFERENCES:
- ~~Workforce Innovation and Opportunity Act of 2014, Section 3 (36), Section 134 (a) (3) (A) (xii) and Section 134 (d) (1) (A) (x)~~
- ~~20 Code of Federal Regulations §680.600~~
- https://www.federalregister.gov/documents/2024/04/16/2024-07971/workforce-innovation-and-opportunity-act-wioa-2024-lower-living-standard-income-level-llsil
- ~~Federal Register, May 8, 2023 – U.S. Department of Labor – Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) 2022 Lower Living Standard Income Level (LLSIL) (Link - https://www.dol.gov/sites/dolgov/files/ETA/llsil/pdfs/Federal_Register_Notice_2022.pdf)~~

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, VCW Alexandria/Arlington.

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 1 programs. The 100% and 150% levels are not to be used to determine "low income" eligibility.

HHS POVERTY GUIDELINES FOR ~~2023~~ 2024

Metropolitan Statistical Areas (MSAs)	Family Size							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
48 Contiguous US States and DC	~~14,580~~ 15,060	~~1920,440.~~ 720	~~24,86025,~~ 820	~~30,00031,~~ 200	~~35,14036,~~ 580	~~40,28041,~~ 960	~~45,42047,~~ 340	~~50,56052,~~ 720

For family units with more than 8 members, add $5,140 for each additional member.

~~2023~~ 2024 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	~~30,32228,~~ 693	~~49,69047,~~ 022	~~68,20664,~~ 542	~~84,19079,~~ 668	~~99,36494,~~ 026	~~109,963116,~~ 206

~~For each family member above 6 add $15,937.~~

~~2023~~ 2024 100% LOWER LIVING STANDARD INCOME LEVEL CHART

Metropolitan Statistical Areas (MSAs)	Family Size					
	1	**2**	**3**	**4**	**5**	**6**
Washington-Baltimore, DC/MD/VA/WV	~~19,12920,2~~ 15	~~31,34833,1~~ 27	~~43,02845,4~~ 71	~~53,112~~ 56,127	~~66,2432,6~~ 84	~~73,30977,4~~ 71

~~For each family member above 6 add $10,625.~~

~~2023~~ 2024 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	(~~13,39014,1~~ 50)	~~21,94323,~~ 189	~~30,12031,~~ 830	~~37,17839,~~ 289	~~43,87946,~~ 370	~~51,31654,~~ 229

For the values in parentheses, the Poverty level is higher for the corresponding family size. ~~For each family member above 6 add $7,437.~~

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Alexandria City Government and Arlington County Government are Equal Opportunity Employers.
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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 $4,500 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 $4,500 in a 12-month period.
- Administration. All requests for ITA funding must be supported in the participant's individual employment plan.

WAIVERS:

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

- Up to $8,000 maximum limit for ~~hospitality~~ Hospitality ~~training~~ Training and ~~certification~~Certification;
- Up to $9,500 maximum limit for ~~computer~~ Computer and Mathematical ~~& information systems~~ training and ~~certification~~Certification;
- Up to $9,500 maximum limit for ~~healthcare~~ Healthcare ~~training~~ Training and ~~certification~~Certification;
- Up to $9,000 maximum limit for Manufacturing, Transportation, and Material Moving ~~manufacturing & processing training~~ Training and ~~certification~~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 $4,500 of WIOA funds to serve a WIOA participant will need to include certification testing and placement into employment as part of their training cost.

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AWARDS TO WIOA YOUTH

REFERENCES
- Workforce Innovation and Opportunity Act (WIOA)
- **20** CFR § 681.640
- 2CFR 200.302 (b)(4) & 303
- TEGL 8-15

POLICY
It is the policy of the Alexandria/Arlington Regional Workforce Council to offer reasonable awards to youth participants to encourage the youth to participate in and complete WIOA Title I Youth activities. The justification and strategy for awards must be clearly defined in the youth's case file. 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 "awards" shall mean an inducement or reward intended to motivate achievement, progress, and attendance. The award 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 awards are subject to the availability of WIOA Title I Youth funds and these awards 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 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 award will be valued up to $1,200 per two-week period, for a total of up to $3,600 for a 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 award will be reduced by $20 for each hour under 60 hours that they work during that period. The Executive Director may grant a waiver to extend the work experience project for an additional two-week period, upon written request, which will increase the award total to $4,800.

Youth award payments are limited to a lifetime amount of $46,000 per eligible youth and documented in accordance with applicable WIOA regulations. Finally, all awards that are paid to the participant are taxable and should be reported on the participant's annual federal and state tax returns as "income".

Achievements, with award limits, that are also eligible and include:
- $100 200 for attainment of high school diploma;
- $50 100 for completion of GED testing (per test completed/maximum 2 attempts per subject);
- $32,000 400 for completion of an in-demand occupational skills training and the earning of an in-demand certification/license (proof of successful completion of course work and copy of the certification/license required to receive the award);
- $100 per month for participation in monthly participation an AJC-facilitated work readiness service (maximum of three awards);
- $100 when the participant creates their cover letter, resume, sample application, and follow-up letter (all four items required for award attainment);

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- $250 per quarterly employment retention goal (to be awarded after quarterly retention is recorded by WIOA staff/limit of four award payments allowed);
- $100 for attaining a post-secondary credential and/or occupational certificate/license.

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 award and justify issuance of the award 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 award through an original signature on a receipt form and documentation showing the type of award (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.

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POLICY GOVERNING VIRTUAL MEETINGS AND REMOTE PARTICIPATION IN MEETINGS~~COUNCIL MEETING REMOTE PARTICIPATION POLICY~~

REFERENCE
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3708.2
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3708.3.
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3707.
- Virginia Freedom of Information Act; Virginia Code Section § 2.2-3701.~~Electronic Meetings Bill 2.2-3708.3~~

POLICY

All-Virtual Meetings

Occasions may arise when the Alexandria/Arlington Regional Workforce Council is unable to form a physical quorum to conduct a public meeting. Under certain circumstances, Virginia law permits certain public bodies to hold all-virtual public meetings using electronic means such as telephone or video conferencing, in which no physical quorum is otherwise required. The law limits the instances in which this may occur, prescribes procedures that must be followed when a public body holds an all-virtual public meeting, and requires that a written policy governing such meetings be adopted annually. This Policy, as hereafter set forth, sets forth the procedures under which the Alexandria/Arlington Regional Workforce Council may hold an all-virtual public meeting.

The Alexandria/Arlington Regional Workforce Council may hold an all-virtual public meeting in which no physical quorum is assembled under the following circumstances:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which the Alexandria/Arlington Regional Workforce Council chooses to meet shall not be changed unless the Alexandria/Arlington Regional Workforce Council provides a new meeting notice in accordance with the provisions of Va. Code § 2.2-3707; and

2. Public access to the all-virtual public meeting is provided via electronic communication means; and

3. The electronic communication means used allows the public to hear members of the Alexandria/Arlington Regional Workforce Council participating in the all-virtual public meeting and, when audio-visual technology is available, to see members of the Alexandria/Arlington Regional Workforce Council as well. When audio-visual technology is available, a member of the public body shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails; and

4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the Alexandria/Arlington Regional Workforce Council fails, the Alexandria/Arlington Regional Workforce Council monitors such designated means of communication during the meeting, and the Alexandria/Arlington Regional Workforce Council takes a recess until public access is restored if the transmission fails for the public; and

5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the Alexandria/Arlington Regional Workforce Council for a meeting is made available to the

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public in electronic format at the same time that such materials are provided to members of the Alexandria/Arlington Regional Workforce Council; and

6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received; and

7. No more than two members of the Alexandria/Arlington Regional Workforce Council are together in any one remote location unless that remote location is open to the public to physically access it; and

8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the Alexandria/Arlington Regional Workforce Council votes to certify the closed meeting as required by section D of Va. Code § 2.2-3712.

9. The Alexandria/Arlington Regional Workforce Council does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by Va. Code §2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held; and

11. This policy shall not be applicable to electronic meetings held during declared states of emergency, which shall be governed by the applicable provisions of the Code of Virginia.

Remote Participation in Meetings

Occasions may arise when a member of the Alexandria/Arlington Regional Workforce Council is unable to be physically present at the meeting. Under certain circumstances, Virginia law permits members to participate in meetings through electronic means such as telephone and video conferencing. The law limits the instances in which this may occur, prescribes procedures that must be followed when a member participates in a meeting through electronic means, and requires that a written policy governing such participation be adopted. This Policy, as hereafter set forth, sets forth the instances when a member may participate in a meeting electronically and the procedures that apply.

Circumstances When Remote Participation Is Permitted

An Alexandria/Arlington Regional Workforce Council member may participate in a meeting through electronic means from a remote location not open to the public under the following circumstances:

1. a. A member shall notify the chair on or before the day of the meeting that such member is unable to attend the meeting due to a personal matter, and shall identify with specificity the nature of the personal matter. The Alexandria/Arlington Regional Workforce Council shall record in its minutes the specific nature of the personal matter and a general description of the remote location from which the member participated.

b. Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the Alexandria/Arlington Regional Workforce Council held per calendar year rounded up to the next whole number, whichever is greater.

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2. A member may notify the chair that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or a family member's medical condition that requires the member to provide care for such family member; or the member is a caregiver as defined by VA. CODE § 2.2-3701 who must provide care for a person with a disability at the time the public meeting is being held, thereby preventing the member's physical attendance. The Alexandria/Arlington Regional Workforce Council shall record this fact and the remote location from which the member participated in its minutes.

3. A member may notify the chair that such member is unable to attend a meeting due to the member's principal residence being more than 60 miles from the meeting location identified in the required notice for the meeting. The Alexandria/Arlington Regional Workforce Council shall record this fact and the remote location from which the member participated in its minutes.

4. If a member's participation from a remote location pursuant to any of the reasons stated above is disapproved because such participation would violate the provisions of this Policy, such disapproval shall be recorded in the minutes with specificity.

Procedural Requirements

Participation by a member of the Alexandria/Arlington Regional Workforce Council as authorized above shall be only under the following conditions:

1. A quorum of the Alexandria/Arlington Regional Workforce Council is physically assembled at the primary or central meeting location. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in VA. CODE § 51.5-40.1, or who is a caregiver as defined in VA. CODE § 2.2-3701 for a person with a disability, and uses remote participation, counts towards the quorum as if the individual was physically present.

2. The Alexandria/Arlington Regional Workforce Council makes arrangements for the voice of the member who is participating remotely to be heard by all persons at the primary or central meeting location.

3. This Policy shall be applied strictly and uniformly, without exception, to all members and without regard to the identity of the member requesting to participate remotely or the matters that will be considered or voted on at the meeting.

Under Virginia FOIA Open Meeting rules, the Alexandria/Arlington Regional Workforce Council (RWC) is required to have an in-person quorum for meetings. However, new legislation (Electronic Meetings Bill 2.2-3708.3) recently passed into law and signed by the Governor on April 11, 2022, offers limited ability for the RWC to conduct meetings virtually in some situations. In addition, the legislation provides specific scenarios when individual members may participate remotely, when a physical quorum is present.

Summary of RWC's Virtual & Hybrid Meetings

ALL VIRTUAL Meetings*	RWC can **conduct 2 meetings or 25% of meetings** (whichever is greater) virtually. Virtual Meetings can **NOT** be held consecutively
HYBRID Meetings (Physical In Person Quorum with some Virtual Participation) *	There are four scenarios where individual members may be able to participate remotely when a physical quorum is gathered in-person (see chart below).

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HYBRID Meetings **	While members of the public must be able to attend and offer in-person public comments, RWC will offer an option for virtual public comments in real time & written online comments in advance of the meetings.

RWC will offer staff and subject matter experts the option for providing presentations from a remote location through virtual participation. |

*Required by Virginia Electronics Meeting Bill
**Arlington County Protocols

Virtual Participation for Individual Members

Virtual Participation	**Overview**	**Parameters**
Virtual Participation: As long as a physical quorum is gathered the Bill 2.2-3708.3. offers a few exceptions for virtual participation	*Scenario 1*: The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance.	• A physical quorum MUST be available to meet in person. • The requesting member must notify Chair /Staff in advance. • Minutes must reflect reason for virtual participation.
Virtual Participation: As long as a physical quorum is gathered, the Bill 2.2-3708.3. offers a few exceptions for virtual participation	*Scenario 2*: A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance.	• A physical quorum MUST be available to meet in person. • The requesting member must notify Chair /Staff in advance. • Minutes must reflect reason for virtual participation.
Virtual Participation: As long as a physical quorum is gathered, the Bill 2.2-3708.3. offers a few exceptions for virtual participation	*Scenario 3*: The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.	• A physical quorum MUST be available to meet in person. • The requesting member must notify Chair /Staff in advance. • Minutes must reflect reason for virtual participation.
Virtual Participation: As long as a physical quorum is gathered, the Bill 2.2-3708.3. offers a few exceptions for virtual participation	*Scenario 4*: The member is unable to attend the meeting due to *a personal matter* and identifies with specificity the nature of the personal matter.	• A physical quorum MUST be available to meet in person. • The requesting member must notify Chair /Staff in advance. • **The member may not use remote participation due to personal matters more than 2 meetings OR 25% of the meetings held per calendar year.**

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		• ~~Minutes must reflect reason for virtual participation.~~

Electronic Meetings Policy FAQs

Electronic Meetings Policy FAQs

ELECTRONIC MEETING POLICY

1. **When did the electronic meetings policy go into effect?**
   The original electronic meetings policy went into effect September 1, 2022. The updates go into effect July 1, 2024.

2. **What types of public bodies must follow the electronics meeting policy?**
   All public bodies who are eligible to host all virtual meetings or will have at least one member participating virtually, per the electronics meetings bill, must follow the electronics meeting policy.

3. **Which public bodies can convene ALL virtual meetings under the electronics meeting policy?**
   The electronic meetings policy does not allow the County Board, School Board, Planning Commission, the Board of Zoning Appeals, and the Historical Affairs and Landmark Review Board to host all-virtual meetings.

   Other commissions appointed by the County Board can host all-virtual meetings no more than 2 times per calendar year or 50% of the meetings (rounded up to the next whole number), whichever is greater.

4. **What is the electronic meetings policy that each commission should adopt?**
   All Commissions and Advisory Boards that have any member participating virtually must adopt an electronic meeting policy. The electronic meeting policy must be adopted at least once annually.

   NOTE: Any substantive changes to the template must be approved by the County Attorney Office.

   a. **Do Commissions need to vote to adopt the Electronics Meeting Policy and are they required to post the agreement on their webpage?**
      Yes, Commissions must vote to adopt the Electronics Meeting Policy at least once annually. There is no legal requirement to post the agreement on the Commission's webpage.

   b. **Do Commission subcommittees need to follow the electronic meetings policy?**
      Yes, if a commission is subject to the electronic meetings policy, its subcommittees must also follow the same rules. For subcommittees that have a unique set of bylaws, they will need to adopt a separate electronic meetings policy at least once annually.

   c. **When does the updated electronic meeting policy need to be adopted?**
      The updated electronic meeting policy needs to be adopted yearly. It's suggested doing so in July to incorporate any changes that take place during the General Assembly session.

5. **If a commission has no plans to meet virtually, do they still need to have a public meeting to adopt an electronic meetings policy?**
   No, but this means if they unexpectedly want to meet virtually, they cannot.

6. **Do the Commissions' charters need to reflect/reference the electronic meeting policy, the same way they refer to abiding by open meeting laws, etc. and/or do mentions of participants and participation in a charter assume they cover remote/hybrid meeting participation.**
The electronic policy needs to be adopted each year so doing it through the charter isn't practical.

VIRTUAL & HYRBID MEETINGS

7. **How many all-virtual meetings can a commission have each calendar year?**
Eligible Commissions and Advisory Groups can host all-virtual meetings no more than 2 times per calendar year or 50% of the meetings (rounded up to the next whole number), whichever is greater.
   - If a commission meets 4 times a year, 2 meetings can be held virtually.
   - If a commission meets 11 times a year, 6 meetings can be held virtually.

8. **Can individual commission/advisory group members participate virtually?**
Individual members can submit a request to the Chair (copy the Staff Liaison) to request permission to participate virtually for one of the following reasons:
   a. due to a temporary or permanent disability or other medical condition that prevents their physical in-person attendance;
   b. a family member's medical condition that requires the member to provide care and prevents their physical in-person attendance;
   c. for any personal matter --no more than 25% or 2 meetings per year.

   For members requesting virtual participation for a personal matter, the specific nature of the request must be reflected in the meeting minutes. And, if any request is denied, that reason also must be included in the minutes.

   Notes:
   - The updated electronic meeting policy includes a definition of caregiver, as an "Adult who provides care for a person with a disability (defined in 51.5-40.1). A caregiver shall be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom they are caring."
   - Members who meet the definition of caregiver and need to meet remotely to care for a person with a disability will count toward the quorum as if the member was physically present. See the "CAREGIVERS" section for additional information.

9. **Does the requirement for no consecutive virtual meetings carry over to the next calendar year or does the schedule start again in the new year? For example, if a commission holds a virtual meeting in December 2023, can they also meet virtually in January 2024?**
There can be no consecutive virtual meetings and the clock does not start again in the new year. For example, if a group meets virtually in December 2023, they cannot meet virtually in January 2024.

CAREGIVERS

10. **Does this definition include caregiving for a child?**
It refers to a "medical condition" which could include a child's illness, but would not be broad enough to include the fact that the child is too young to care for itself.

11. **Do domestic partners count for the caregiver policy?**
    Yes.

QUORUM

12. **How is a quorum defined?**
    A quorum is a simple majority of the public body's membership unless it has been defined in the bylaws. For example, a committee of 17 members would need a physical quorum of 9 people unless otherwise stated in the bylaws. Note, vacancies in membership would not count toward the quorum.

    a. **If the meeting starts with a physical quorum in-person but some members have to leave early—meaning there is no longer a physical quorum:**
       i. **can they continue the meeting since some members might be participating remotely?**
          Without a physical quorum, the Commission has also lost the ability to have virtual participation by Commission/Advisory Board members. Members participating electronically MUST 'leave' the meeting.

       ii. **can they still vote, even when the committee has members participating remotely?**
          No, if there is no physical quorum, there can be no electronic participation by members. The public body cannot vote.

    b. **Do commission subcommittees need to have a physical quorum for electronic meetings?**
       Yes, a commission's subcommittee needs a physical quorum in order to convene an electronic meeting, where individual members have been approved to participate virtually. If a subcommittee's membership is not clear, the group can work directly with CAO to revise bylaws to establish and define a quorum.

13. **Can members participating electronically vote?**
    Members participating electronically can vote only when there is a physical quorum in the room. If there is no physical quorum, there can be no electronic participation by members. The public body cannot vote.

14. **Is it required to schedule the public comment session both in-person and virtually?**
    If the public body holds a hybrid meeting, it must allow for public access virtually and in person. Arlington County is continuing to include virtual public comment for all Board and Commission meetings (in addition to in-person). It is strongly recommended that public comment is offered at the start of commission meetings for non-public hearing items.
    Notes:
    • Time limits for public comments should be established and followed.

15. **Under individual remote participation rules during hybrid meetings, can on-camera remote participants count toward the quorum?**

No

16. How many members can meet and work on projects outside of the actual meetings?
2.
Note: A phone call is considered a meeting. Emails are acceptable unless they are constant (i.e., email responses are every minute or so).

17. If a member has a disability and needs to participate remotely, will their on-camera remote participation count toward the quorum?
Yes. If a member has a disability as defined by 51.5-40.1 and they use remote participation, or if they are remotely participating because they are caregiver for someone with a disability, they will count toward the quorum as if they were physically present.

ON CAMERA RULE

18. Can commission/advisory group members remain off camera during presentations if there are bandwidth issues and turn cameras back on after the presentation?
Commission/advisory group members would be considered absent from any portion of the meeting in which they are off camera.

19. Does the camera-on rule apply only during a vote?
No, it applies to the whole meeting. You will be considered absent from the meeting for any portion of the meeting in which you are off camera.

20. Currently, attendance is taken only for the full meeting, not during portions of the meeting. Is there a new expectation for how attendance is taken? If people show up late, is it necessary to mark when they arrive? Or if a member goes off camera, does that need to be documented?
There's no legal requirement as to how to take attendance. However, the actual rules as to attendance still apply (i.e., need a physical quorum present for hybrid, need a regular quorum to vote).

21. Are staff required to keep a minute-by-minute record of who has their cameras on and off?
Staff are not required to keep minutes to this level of detail except to note if there is no longer a quorum and therefore a vote cannot be taken.

22. Can commission members call in and be counted for attendance if they do not use a video camera?
No. The statute requires that the public be able to see the members of the public body "when audio-visual technology is available." The County has the audio-visual technology available.

23. Does virtual participation count if a member is dialing in by phone?
No. The statute requires that the public be able to see the members of the public body "when audio-visual technology is available." The County has the audio-visual technology available.

24. Are minutes required for electronic meetings?
Yes, the electronic meetings policy requires that for all meetings that include virtual participation by any member, meeting minutes must reflect the remote location from which virtual members participated.

- The minutes must also state the reason they are participating remotely (a) due to a temporary or permanent disability or other medical condition that prevented their physical attendance; (b) a family member's medical condition that required the member to provide care; (c) If virtual participation is approved for a personal matter, the specific nature of the matter should be included in the meeting minutes. And, if any member is denied access, that reason also must be included in the minutes.
- Under State law, meeting minutes must include motions and votes taken during the meeting.
- Per County guidance, meeting minutes must also include a summary of presentations and discussions (3-4 sentences), with a link to presentation slides and/or handouts. If available, an optional link to the Teams recording and/or transcript can also be included. View sample meeting minutes template.

    a. **Do electronic meetings have to be recorded?**
No, electronic meetings do not have to be recorded, however, the public must have electronic access (e.g., a Teams link).

If the electronic meeting is recorded, the recording must be posted in the meeting minutes. Recordings of meetings cannot serve as meeting minutes.

    b. **If the meeting is recorded only to assist with final summary notes, must the recording be posted online?**
There is no legal requirement to post the recording, but the recording is subject to release under FOIA.

LOGISTICS

25. Do commission liaisons need to join in-person during a hybrid meeting?
While a commission liaison does not need to join in-person during a hybrid meeting, a staff member must be available in-person to access the room, technology, and assist Commissioners and members of the public as needed.

26. Where can I find in-person room capacity for each of the conference rooms?
Staff can access room capacity for conference rooms on AC Commons.

Additions to Eligible Training Provider List

eleVAte
Skills for Jobs and Business Growth

Training Program Application

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

1. Training Organization	
2. Contact Person – Name & Title	
3. Training Program or stand-alone course name	
4. Program or course description	

5. Year Program Established	6. Total Credit or Curriculum Hours	7. Number of training weeks or hours	8. Minimum Class Size

9. Is curriculum certified by an accrediting agency or similar national standardization program:

           No   Yes *(if yes specify)* GMU

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.

12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*

           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?   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:

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

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

Program Cost

18. **Registration/Pre-screening/Admissions Fees**	$
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**	**$**

Criteria for Admission

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

22. Is a High School Diploma or GED required: Yes   No

Advanced Paralegal Certificate

Overview:

The advanced paralegal topics discussed in this set of classes build upon the nationally-acclaimed Paralegal Certificate Course© offered by over 100 colleges and universities nationwide. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. The study and concentration on substantively specific materials will enable students to gain a strong competitive edge over other paralegals. The additional training gained through participation in these advanced classes will embellish students' legal knowledge and skills, which in turn should increase their salary and marketability.

Those who successfully complete six advanced topics within one year will be awarded a Certificate of Completion.

Completing both the Core Requirements and the Advanced Requirements of the Paralegal Certificate Program will provide comprehensive training and skills that should enable graduates to work in the quickly-growing paralegal profession.

George Mason University offers the Advanced Paralegal Certificate Online in collaboration with The Center for Legal Studies.

Course Topics:

Up to three Advanced Paralegal course topics may be taken during a seven-week online session. The course topics are:

Advanced Legal Research
Alternative Dispute Resolution (Mediation)
Bankruptcy Law
Business Law
Constitutional Law
Criminal Law
Criminal Procedure
Education Law
Estate Planning
Family Law
Immigration Law
Intellectual Property
Real Property Law
Victim Advocacy
Water Law

Students are required to complete six Advanced Paralegal course topics to complete the requirements for the online Advanced Paralegal Certificate. Each topic is offered in a seven-week online session. One, two, or three Advanced Paralegal course topics may be taken during a seven-week online session. Topics do not have to be taken in any particular order. Students have 12 months to complete the program.

Requirements

Core Requirement: The Paralegal Certificate course must be completed before taking the Advanced Paralegal Course.

To receive a Certificate of Participation from George Mason University, the following must be fulfilled:

- Students must successfully complete **six** of the course topics within one year.
- Students must achieve a minimum passing score of **70%** on all tests and assignments for each course topic.
- Students will be expected to spend approximately 8 to 10 hours per week, reading and completing writing assignments, a total of at least 45-50 hours for each course topic.

Prerequisites

High School Diploma or GED

Certificate Designed For:

- Participants who already take the Paralegal Certificate course
- Advanced legal workers

Courses: PLGL 0400

Track Completion By: Hours (270 hours to finish the course)

Training Program Application

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

1. Training Organization George Mason University Continuing and Professional Education	
2. Contact Person – Name & Title Scott Bailey / Operations Manager	
3. Training Program or stand-alone course name Certified Clinical Medical Assistant (CCMA)	
4. Program or course description You will learn the professional traits and responsibilities to become a vital part of the healthcare team in a medical office, clinic, hospital, and other healthcare settings. You will also be prepared for the Certified Clinical Medical Assistant (CCMA) exam.	

5. Year Program Established 2015	6. Total Credit or Curriculum Hours 540	7. Number of training weeks or hours 12 months	8. Minimum Class Size 1

9. Is curriculum certified by an accrediting agency or similar national standardization program: No   [Yes] *(if yes specify)*   GMU
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. Clinical medical assistants can make an above-average salary and enjoy a rewarding medical career. Based on data from Indeed.com, the average salary for a certified medical assistant is $43,464 per year in the U.S. The U.S. Bureau of Labor Statistics also states that the job market for medical assistants will grow 16% through 2031, which is much faster than the average job. Leads to jobs in the healthcare sector.
12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*   [Yes]   No   You will be able to sit for the Certified Clinical Medical Assistant (CCMA) exam through the National Healthcareer Association (NHA).
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   [Yes]   No business?If yes, Name of Business(s): **ed2go**

15. List Businesses that support this training program:
Hospitals, Medical Offices, Medical Clinics and other healthcare businesses

16. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:
Course is online, self-guided, may be accessed from anywhere with internet access, and may be started at anytime

17. Describe how you will work with the local board to serve individuals with barriers, including individuals with disabilities:
We will work with George Mason University Office of Disability Services

Program Cost

18. **Registration/Pre-screening/Admissions Fees**	$
19. **Tuition** (check all items included in Tuition)	$ 2895.00
Books	$
Required Supplies(Tools, uniforms, etc.	$
Testing/Exam Cost	$ (Exam Voucher Included)
Licensure/Certification Cost(s)	$
Other Required Fees	$
20. **Total Cost to Complete Curriculum/Course**	$ 2895.00

Criteria for Admission

21. Describe the prerequisites or skills and knowledge required prior to the commencement of training:
• There are no prerequisites to take these courses

22. Is a High School Diploma or GED required:	Yes	No

Certified Clinical Medical Assistant (CCMA) (Voucher Included)

Overview

Clinical medical assistants are skilled multitaskers who help maximize the healthcare team's productivity. Medical assistants enable a healthcare facility to operate more efficiently, which increases revenue and provides a positive experience for patients. For physicians, clinical medical assistants help manage the increasing complexities of practice management and patient care. According to the U.S. Bureau of Labor Statistics, the job market for medical assistants will grow 16% through 2031, which is much faster than the average job.

In this online medical assistant certification course, you will learn a broad range of skills that make medical assistants versatile and valuable, including medical terminology, medical law and ethics, HIPAA rules, scheduling systems, and the importance of certified clinical medical assistants as healthcare team members. You will also be prepared to perform duties from the front office to the back office. These duties include measuring vital signs, assisting with exams, performing laboratory testing, maintaining equipment and supplies, administering injections, obtaining blood specimens, scheduling appointments, registering patients, and answering and returning phone calls.

You will also learn medical terms and their application as part of your medical assistant training. You will start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you will learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you will learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

The online medical assistant certification course also includes the opportunity to become CPR certified and participate in an unpaid clinical experience. Because employers recognize that certified medical assistants deliver greater value, completing the course will help you to be well-prepared to find your place in this rewarding healthcare career. You will also be able to sit for the Certified Clinical Medical Assistant (CCMA) exam through the National Healthcareer Association (NHA).

This CCMA certification course includes a voucher covering the certification exam fee. However, please research your state's requirements by visiting your state's medical board site before enrolling to ensure this course is the right fit for you. *Students intending to work in Washington state may be required to provide or request an official transcript from the school they are enrolled with to qualify for employment as a Medical Assistant – Certified.*

The course also includes an opportunity to participate in a clinical experience.

Disclaimer: To qualify for the clinical experience application process, students must successfully complete the online course and have account balances up to date (at a minimum). Going through the clinical experience application process does not guarantee a placement. However, affiliated partnerships increase the likelihood of finding a site that matches student needs. COVID-19 may be affecting the capacity of availability in your area. Students can begin researching the steps of the application process two weeks prior to completing their courses. Please note that students in Washington state will be required to participate in a 180-hour clinical experience to qualify for employment as a Medical Assistant – Certified.

What you will learn

- You will learn the necessary skills to function as a vital member of the healthcare team in an ambulatory setting
- The course will emphasize ethical behavior, therapeutic communication, protecting the privacy of patient information, the importance of a first impression, maintaining a safe office environment, medical terminology, and clinical procedures.
- Identify the professional traits that a medical assistant must possess
- Discuss the various administrative and clinical job duties of a medical assistant
- Recognize the importance of professional certification

How you will benefit

- Summarize the HIPAA Privacy Rule and HIPAA Security Rule
- Demonstrate basic medical terminology knowledge
- Discuss government and private insurance
- Identify the functions of the major body systems
- Demonstrate how to write a chief complaint and obtain a patient history
- Discuss the importance of medical and surgical asepsis
- Explain the information contained in different types of medical records.
- Identify the three methods used to perform venipuncture
- Professionalism represents the types of behavior that demonstrate your moral, ethical, and respectful attributes when interacting with patients and coworkers
- The medical assistant has a critical role in the ambulatory care setting, performing both administrative and clinical tasks under the direction of the provider
- An increasing number of employers now require that their medical assistants be certified. Certification shows that the medical assistant has met certain educational requirements and has committed to continuing their education going forward

Syllabus

I. **Medical Terminology**
   - Introduction to Medical Terminology
   - The Musculoskeletal System
   - The Cardiovascular System
   - The Lymphatic and Immune Systems
   - The Respiratory System
   - The Digestive System
   - The Urinary System
   - The Nervous System
   - The Special Senses The Eyes and Ears
   - The Integumentary System
   - The Endocrine System
   - The Reproductive System
   - Diagnostic Procedures, Nuclear Medicine, Pharmacology

II. **Certified Clinical Medical Assistant**

   - Medical Assisting Foundations

- Professional Behavior
- Legal and Ethical Issues
- The Art of Communicating
- Telecommunications, Telephone Professionalism, and Telephone Techniques
- Written Communications
- Medical Office Environment
- Patient Scheduling
- Managing Medical Records
- Introduction to Health Insurance
- Medical Coding: An Overview
- Patient Accounts
- Insurance Claims, Patient Billing, and Collections
- Daily Financial Practices
- Managing the Office
- Pharmacology
- Pathophysiology
- Infection Control and Medical Asepsis
- The Chief Complaint and Patient History
- Body Measurements and Vital Signs
- Preparing for Examinations
- The Complete Physical Examination (CPE)
- Specialty Examinations and Procedures
- The Physician's Office Laboratory (POL)
- Specimen Collection and Processing
- Introduction to Phlebotomy
- Diagnostic Testing
- Minor Office Surgeries
- Medication Dosage Calculations
- Administering Medications
- Emergencies in the Medical Office
- First Aid Procedures and Mental Health Issues
- Rehabilitation
- Nutrition and Special Diets
- Certification
- Preparing for Your Career

Requirements

Hardware Requirements:

- This course can be taken on either a PC, Mac, or Chromebook.

Software Requirements:

- PC: Windows 8 or later.
- Mac: macOS 10.6 or later.

- Browser: The latest version of Google Chrome or Mozilla Firefox is preferred. Microsoft Edge and Safari are also compatible.
- [Microsoft Word Online](#)
- [Adobe Acrobat Reader](#)
- Software must be installed and fully operational before the course begins.

Other:

- Email capabilities and access to a personal email account.

Instructional Material Requirements:

The instructional materials required for this course are included in enrollment. The following textbooks will be shipped to you approximately 7-10 business days after enrollment:

- *Merriam-Webster's Medical Desk Dictionary*
- *Medical Assisting: Administrative & Clinical Competencies,* by Michelle Blesi
- *Workbook to Accompany Medical Assisting: Administrative & Clinical Competencies*, by Michelle Blesi

The following digital textbooks for the course are accessed via links in the lessons:

- *Medical Terminology for Health Professions* (eBook)

Please note: You will receive a digital book if the physical book is on backorder.

Prerequisites: There are no prerequisites to take these courses.

Certification Requirements: In order to sit for the national certification exam, candidates must have a high school diploma or equivalent.

While you'll learn everything you need to know to pass the Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcareer Association (NHA), you'll still need to ensure that the Certified Clinical Medical Assistant course will meet your state's requirements. Please visit your state's Medical Board site for more information. *Students intending to work in Washington state may be required to provide or request an official transcript from the school they are enrolled with to qualify for employment as a Medical Assistant – Certified. Certification exams offered by NHA are only available online to candidates located in the US.*

Consent Agenda Ends