


April 23, 2012

Memorandum

TO: Northern Virginia *SkillSource* Centers and Affiliates

FROM: David Hunn 
Executive Director

SUBJECT: Center Certification Application Submission Schedule for **July 2012 –June 2014**

The purpose of this memo is threefold:

1. To establish a schedule of deadlines for the new cycle of *SkillSource* Center certification – **July 2012 through June 2014**;
2. To inform outside workforce development organizations when they may apply for certification;
3. To be used for strategic planning by *SkillSource* sites in preparing for certification.

The Northern Virginia Workforce Investment Board certification to obtain a license to operate as a *SkillSource* Center or Affiliate is an open system. This means any Workforce Investment Act (WIA) funded partnership or non-WIA organization providing services to adults, dislocated workers, and/or youth in the workforce investment area may apply for certification by the deadline dates listed below. You will have the advantage of using the NVWIB brand name, *SkillSource*, and will have all of the marketing benefits associated with the quality seal.

<i>Review Quarter 2012-2014</i>	<i>Application Submission Deadline*</i>	<i>Review of Applications Received by the Deadline</i>
July – September 2012	June 14, 2012	Begins in July 2012
October – December 2012	September 13, 2012	Begins in October 2012
January – March 2013	December 13, 2012	Begins in January 2013
April – June 2013	March 14, 2013	Begins in April 2013
July – September 2013	June 13, 2013	Begins in July 2013
October – December 2013	September 12, 2013	Begins in October 2013
January –March 2014	December 12, 2013	Begins in January 2014
April – June 2014	March 13, 2014	Begins in April 2014

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

This schedule is subject to revision for the second year of the cycle: July 2013 – June 2014.

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

CERTIFICATION PROCESS

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

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

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

APPLICATION PROCESS

To ensure all the minimum requirements have been met, the WIB staff will process each application to check for these minimum requirements:

- Core and Intensive Services **Checklists**;
- Continuous Quality Improvement (CQI) **plan** that results from the self-assessment process attached;
- Cross agency, cross-functional Partnership **training plan** attached;
- **Selected Section of Strategic Plan as Required.** Attach the part of the strategic plan that identifies your vision, mission, customers, goals, and objectives;
- A list of all current center staff (inclusive of partner staff) with their **competency certification expiration date** attached;
- All **partners identified on the cover sheet** as well as the Partner that is the host or managing partner;
- The original application, together with five complete copies (total of 6), must be delivered by 5:00 p.m. EST on the deadline date to the Workforce Investment Board Office. **NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.** WIB staff reserves the right to determine the timeliness of all

submissions. Late submissions will not be considered until the following quarter.

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

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

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

Please call me at 703-752-1606 with questions or concerns.