



SOUTH CENTRAL REGION

Training Provider Application

1. Name of Training Organization		2. Federal Tax ID#	
3. Mailing Address	4. City	5. State	6. Zip
7. Physical Address	8. City	9. State	10. Zip
11. Name & Title of Contact Person:			
12. Email Address of Contact Person:		13. Phone Number of Contact Person:	
14. Mailing Address of Contact Person (if different from above)			
15. Year Established		16. Website Address:	
17. Type of Entity <input type="checkbox"/> Other, not listed			
Other (please Describe) _____			
18. Does your organization provide job search assistance or placement services? (if yes, please describe)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. What types of financial aid are available to students?			
20. Does your organization have a tuition refund policy? (if yes, please attach the policy including time frames and percentage of reimbursement)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Name of Financial Aid Contact Person		22. Email Address of Financial Aid Contact Person	

Training Provider Application

23. Please provide three customer references including contact information:

1.

2.

3.

## SUPPLEMENTAL INFORMATION

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

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

**CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION—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.

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Organization

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Authorized Signature

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Date

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Printed Name and Title

## ANTI-DISCRIMINATION CERTIFICATION

The Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in (a) and (b) below apply:

- 1) During the performance of this contract, the Contractor agrees as follows:
  - a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c) Notices, advertisements 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.
  - d) The Contractor will include the provisions of (a) above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

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Organization

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Authorized Signature

**Equal Opportunity Requirements: Eligible training providers and the programs must be accessible. Each training site will be monitored for compliance for physical and programmatic accessibility. Since training providers received federal funds, there are penalties for non-compliance.**

**Equal Opportunity and Nondiscrimination Review Questionnaire  
Recruitment Practices**

Please provide a report on faculty/staff composition by gender, race, ethnicity, and disability.  
Please provide a report on the student population by gender, race, ethnicity, and disability.

(see below for example of data needed)

Staff Positions	Total staff		White		Black		Asian		Amer. In or Alaska N.		Nat. Hawaiian or Pacific Islander		Hispanic /Latino		Not Hispanic/Latino		Ind. w/ Disability	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

- Please describe efforts to ensure diverse recruitment and/or hiring practices.
- Do any training programs have selective admissions or academic requirements?
- If yes, please describe efforts to ensure that those requirements do not create disparate enrollment in those programs.

**Grievances/Complaints**

- Is someone assigned to receive and investigate discrimination complaints?
- Please describe the grievance or complaint procedure.
- Have there been any discrimination complaints within the last year? If so, what were the complaints and resolutions?

**Continuous Notification**

- Do you have a nondiscrimination statement on your website and in all outreach and marketing materials?

**Promotional materials**

- Do promotional materials convey a message of inclusion and diversity?
- What outreach is done with the community to educate students with disabilities on services available to them?

**Diversity Services**

- Is someone assigned to assist individuals with disabilities and provide accommodations if requested?
- Is there a letter or document that is provided to students explaining how they may be able receive accommodations, if needed?
- Is assistive technology available to students? Please describe the types of assistive technology that is available.
- Is sign language interpretation or foreign language interpretation services offered to students?
- Is TTY/TDD or Relay Services available for use?

**Website/ On-line course accessibility**

- Has the provider website been reviewed for accessibility?
- Is the website accessible?
- If the website is not accessible, does the provider have a plan to achieve website accessibility?

	Yes	No	Comments
Is the content laid out in a clear, consistent, and organized way?			
Are the fonts large, bold, and on uncluttered pages with plain backgrounds?			
Are pages designed so they can be viewed with the color and font sizes set in users' web browsers and operating systems?			Users with low vision must be able to specify the text and background colors as well as the font sizes needed to view webpage content.

Are color combinations high contrast that can be read by those who are colorblind?			
Do the pages include blinking, flashing, or other distracting features? If they must be included, can the objects be paused or stopped by the user?			
If sounds automatically play, does the page include visual notification and transcripts of the sounds?			
Are pages designed to operate with the keyboard alone, without the need of a mouse?			
If content is presented in images, is it also provided in alternative text?			
Is descriptive wording used for hyperlink text, i.e. "DO-IT Knowledge Base" vs. "click here"?			
Is there a "skip navigation" link at the top of the page that allows users who use screen readers to ignore navigation links and skip directly to webpage content?			
If pages include online forms and tables, are those elements labeled with a descriptive HTML tag for each control, including buttons, check boxes, drop-down menus, and text fields?			
Are videos both captioned and transcribed to audio for both the vision and hearing impaired?			
Does the site use PDFs? Can the PDFs be copied, pasted and machine-read as if they were text?			Offer text-based alternatives.

### On-site Course Accessibility

- Are courses offered in buildings and rooms that are accessible to individuals with disabilities?
- What happens if a student with a disability registers for a course that is held in a building or classroom that is not accessible?
- Do you serve students with Limited English Proficiency?
- How are courses offered for students with Limited English Proficiency?
- Is faculty required/encouraged to include a statement in their syllabus instructing students on how they may receive accommodations?

### Facility Accessibility

- Does the facility comply with the physical accessibility requirements of the Americans with Disabilities Act?
- How often are the facilities reviewed to ensure accessibility?

	Yes	No	Comments
<b>Parking</b>			
Are there sufficient parking spaces for persons with disabilities?			
Total # of Parking Spaces	Min # of Accessible spaces		Min # of Van-Accessible spaces (1 for every 6 accessible spaces)
1 to 25	1		1
26 to 50	2		1
51 to 75	3		1
76 to 100	4		1

101 to 150	5	1
151 to 200	6	1
201 to 300	7	2
301 to 400	8	2
401 to 500	9	2
501 to 1000	2% of total parking provided in each lot or structure	1/6 of accessible spaces
1001 and over	20 plus 1 for each 100 over 1000	1/6 of accessible spaces
Are accessible parking spaces marked with proper signage?		
Are 8-foot wide spaces, with minimum 8-foot wide access aisles and 98 inches of vertical clearance available for lift-equipped vans?		
Are the accessible spaces located closest to the accessible entrance?		
<b>Accessible Routes</b>		
Is there a route of travel that does not require the use of stairs?		
Is the route of travel stable, firm, and slip resistant?		
Is the route of travel 36" wide?		
Can objects protruding into the path of travel be detected by a person with a visual disability? (to be detectable by a cane, an object must be within 27 inches of the ground)		
Do curbs on the route have curb cuts at drives, parking, and drop-off?		
If there are ramps, is the slope of the ramps no greater than 1:12 (For every 12 inches along the base of the ramp, the height increases 1 inch).		
Is the ramp rise no more than 30 inches between landings?		
Do ramps longer than 6 feet have sturdy railings? (34-38 inches high)		
Are the ramps non-slip?		
If there are stairs, is there also a ramp or lift?		
If a lift is available, can it be used without assistance?		
Is there at least 30-48 inches of clear space for a person in a wheelchair to reach the lift controls?		
If carpeting or mats are used, are they low pile, smooth, and secured to prevent tripping?		
<b>Rooms and Spaces</b>		
Are all entryways, aisles, and pathway routes at least 36 inches wide?		
Are doorway thresholds no more than 1/2 inch high?		
Is there a 5-foot circle or T shaped space for a person using a wheelchair to change direction?		

Are obstacles detectable by a person with a visual disability? (to be detectable by a cane, an object must be within 27 inches of the ground, higher than 80 inches, or protruding less than 4 inches from the wall)			
Are the aisles between fixed seating at least 36 inches?			
Is there space for wheelchair seating?			
Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?			
If there are counters in public spaces, is there counter that is no more than 36 inches high or is there a space at the side to accommodate passing items to customers having difficulty reaching over a counter?			
<b>Signage</b>			
Do inaccessible entrances have signs indicating the accessible entrance?			
Are rooms/ restrooms properly marked with signs? (Raised characters between 5/8 and 2 inches tall, with high contrast and braille text of same information?)			
Are signs mounted with the centerline of the sign 60 inches from the floor?			
Are signs mounted on a wall adjacent to the latch side of the door? (or as close as possible)			
<b>Doorways and Passages</b>			
Are doorways at least 32 inches clear?			
Are doors equipped with an electronic door opener?			
If opened manually, can the doors be opened without too much force? (8.5 max lbs. for exterior doors/5 lbs. for interior doors)			
If the door has a closer, does it take at least 5 seconds to close?			
Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?			
Does entry configuration provide adequate maneuvering space for a person using a wheelchair? (36 inches for forward movement, 5-foot diameter or T-shape space to make turns)			
<b>Rest rooms</b>			
Is there at least one accessible restroom (either one for each sex or unisex)?			
Are there signs at the inaccessible restrooms that give direction to the accessible ones?			
Is there a wheelchair accessible stall with at least 5 feet by 5 feet, clear of the			

door swing, OR is there a stall that is less accessible but better than a typical stall (36 by 69 inches or 48 by 69 inches)?			
Is the toilet seat 17-19 inches from the floor?			
Is the lavatory rim no higher than 34 inches?			
Space under sinks and countertops is clear of debris?			
Can faucets be used with a closed fist?			
Are soap and other dispensers and hand dryers within reach ranges (no higher than 48 inches) and usable with a closed fist)?			
Is the mirror mounted with the bottom edge of the reflecting surface no more than 40 inches from the floor?			

Please attach a copy of the provider's non-discrimination policy (required).

Please provide any comments that would assist the Board in the re-certification process.  
 Contact Debra Crowder, Executive Director, if you have questions. (434-542-5871 or [debracrowder@southernvajobs.com](mailto:debracrowder@southernvajobs.com))

**Certification and Representation**

I, \_\_\_\_\_ (Name) as \_\_\_\_\_ (Title) of \_\_\_\_\_ (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 \_\_\_\_\_ (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 \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number and Email address

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