

## SOUTH CENTRAL REGION

### Training Provider Application

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

23. Please provide three customer references including contact information:
1.
2.
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:

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

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

Organization

Authorized Signature

Date

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.

Organization

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	Tota staf		Wh	ite	Bla	ck	Asi	an	Am In c Ala a N	or sk		aiian acific der	Hisp c /Lati		Not Hisp Latir	anic/ 10	Ind. Disa	-
		-																
	Μ	F	Μ	F	Μ	F	Μ	F	Μ	F	Μ	F	Μ	F	М	F	Μ	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	Offer text-based alternatives.
be copied, pasted and machine-read as	
if they were text?	

#### **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	Commer	nts
Parking					
Are there sufficient parking spaces for persons with disabilities?					
Total # of Parking Spaces	Min # of Accessible space			ces	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 par ot or stru	king prov	ided in	1/6 of accessible spaces
1001 and over			ach 100 (	over	1/6 of accessible spaces
	1000				
Are accessible parking spaces ma	irked				
with proper signage?					
Are 8-foot wide spaces, with minir	num				
8-foot wide access aisles and 98 i	nches				
of vertical clearance available for l	ift-				
equipped vans?					
Are the accessible spaces located					
closest to the accessible entrance					
Accessible Routes					
Is there a route of travel that does	not				
require the use of stairs?					
Is the route of travel stable, firm, a	nd				
slip resistant?					
Is the route of travel 36" wide?					
Can objects protruding into the pa	th of				
travel be detected by a person wit	ha				
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 c	uts at				
drives, parking, and drop-off?					
If there are ramps, is the slope of	the				
ramps no greater than 1:12 (For e					
12 inches along the base of the ra	mp,				
the height increases 1 inch).					
Is the ramp rise no more than 30 i	nches				
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 r	amp				
or lift?					
If a lift is available, can it be used					
without assistance? Is there at least 30-48 inches of cl	0.0r				
space for a person in a wheelchai	10				
reach the lift controls?	thou				
If carpeting or mats are used, are					
low pile, smooth, and secured to p tripping?	revent				
Rooms and Spaces					
Are all entryways, aisles, and path routes at least 36 inches wide?	2				
Are doorway thresholds no more t	han ½				
inch high?					
Is there a 5-foot circle or T shaped space for a person using a wheeld					
change direction?			1(		

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 alies between fixed seating at least 26 inches? Is there 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 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? Signage Do inaccessible entrance? Are rown? restroms properly marked with signs? (Raised characters between 5/8 and 2 inches high ontrast and braille text of same information?) Are signs mounted on all adjacent to the lach side of the door? (or as close as possible) Dorways at least 22 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 ls, for exterior doors) fils. for interior doors) If the door has a closer, does it take at least 18 inches of clear wall space on the pull side of the door, next to the halter 18 inches of clear wall space on the pull side of the door, next to the halter 18 inches of clear wall space on the pull side of the door, next to the halter 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 wheelchair? Are there a wheelchair accessible stall with at least 16 feet by 5 feet, clear of the spaces on the pull side of the door, next to the handle? Does entry configuration provide adequate maneuvering space for a person using wheelchair? Are there a wheelchair accessible stall with at least 16 feet by 5 feet, clear of the accessible ones?			
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with at least 5 feet by 5 feet, clear of the			
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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)

## **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	Date Approved	Date /WDB							
by /WDB	by /WDB	Submitted to State	Authorized /WDB Signature						