

**REGION 12 RWDB/CEO MEETING**

**ATTACHMENT "A"**

**Location: Western Iowa Tech Community College**

**Date: 5/24/18**

<b>PRESENT - RWDB MEMBERS</b>				<b>ABSENT - RWDB MEMBERS</b>			
Neal Adler		James O'Donnell	X	Neal Adler	X	James O'Donnell	
John Hamm	X	Judy Peterson		John Hamm		Judy Peterson	X
Janet Hansen		Dr. Robert Rasmus	X	Janet Hansen	X	Dr. Robert Rasmus	
Bridget Hoefling	X	MacKenzie Reiling	X	Bridget Hoefling		MacKenzie Reiling	
Christine Kennedy		Marcia Rosacker	X	Christine Kennedy	X	Marcia Rosacker	
Craig Levine	X	Jeff Simonsen	X	Craig Levine		Jeff Simonsen	
Jean Logan	X	Mary Tyler	X	Jean Logan		Mary Tyler	
Dan Moore	X	Pam Woolridge	X	Dan Moore		Pam Woolridge	
<b>PRESENT - CEO MEMBERS</b>				<b>ABSENT - CEO MEMBERS</b>			
Craig Anderson	X	Pete Groetken	X	Craig Anderson		Pete Groetken	
Tom Brouillette	X	Keith Radig		Tom Brouillette		Keith Radig	X
Raymond Drey	X	Jeff Simonsen	X	Raymond Drey		Jeff Simonsen	
<b>PRESENT</b>				<b>PRESENT</b>			
Alana Tweet – WIOA Title I			X	Guest: Lilia Rundquist – IowaWORKS Greater Siouxland			X
Janet Gill – WIOA Title I			X				
Lori Knight – WIOA Title I			X				
<b>1. Call to Order &amp; Roll Call: RWDB @ 4:04 p.m. / CEO @ 4:04 p.m.</b>							
<b>2. Approval of AMENDED Agenda to include training programs consideration of Hospitality Operation Concepts – Certificate, Hospitality Operations – Diploma, Hospitality Management – Associate of Applied Science Degree and CEO Review of RWDB Application – RWDB – Bridget Hoefling &amp; CEO – Jeff Simonsen</b>							
<b>3. Approval of Meeting Minutes: March 22, 2018 Joint RWDB/CEO Minutes – RWDB – Bridget Hoefling &amp; CEO – Jeff Simonsen</b>							
<b>4. New Business: Lilia Rundquist, Workforce Advisor – IowaWORKS Greater Siouxland (Ex-offenders); Approval of RWDB/CEO Proposed Meeting Dates (9/27/18, 11/29/18, 1/24/19, 3/28/19, 5/23/19) – RWDB – Bridget Hoefling &amp; CEO – Jeff Simonsen; Nomination &amp; Selection of Executive Board Members (Officer Election 2018-2019) – RWDB – Bridget Hoefling &amp; CEO – Jeff Simonsen; Training Programs Consideration–Western Iowa Tech Community College – RWDB – Bridget Hoefling; Food Preparation – Certificate, Food Services – Diploma, Culinary Arts – Associate of Applied Science Degree, Electrician – Diploma, Veterinary Assistant – Diploma, Hospitality Operation Concepts – Certificate, Hospitality Operations – Diploma, Hospitality Management – Associate of Applied Science Degree; CEO Review of RWDB Application – CEO – Jeff Simonsen</b>							
<b>5. Old Business:</b>							
<b>6. WIOA Core Partner Reports:</b>							
<b>7. RWDB Chair Report: Bridget Hoefling</b>							
<b>8. Policy/Field Memo Updates: TEGL WIOA# 13-17 Planning Estimate for Workforce Innovation and Opportunity Act (WIOA) Youth, Adult, and Dislocated Worker Program Allotments for Program Year (PY) 2018; TEGL WIOA# 14-17 Updated Disadvantaged Youth and Adult Data for use in Program Year (PY) 2018 and future Workforce Innovation and Opportunity Act (WIOA) Youth and Adult Within-State Allocation Formulas</b>							
<b>9. WIOA Regional Alignment Update:</b>							
<b>10. Reports from Individual RWDB/CEO Members</b>							
<b>11. Report from State Representative</b>							
<b>12. Adjournment</b>							

<b>Motions Taken - Decisions Reached</b>			
<b>APPROVALS</b>	<b>1ST</b>	<b>2ND</b>	<b>Unanimously Approved</b>
<b>2. March 22, 2018 AMENDED Agenda to include training programs consideration of Hospitality Operation Concepts – Certificate, Hospitality Operations – Diploma, Hospitality Management – Associate of Applied Science Degree and CEO Review of RWDB Application – RWDB</b>	Jean Logan	Dr. Robert Rasmus	X
<b>2. March 22, 2018 AMENDED Agenda to include training programs consideration of Hospitality Operation Concepts – Certificate, Hospitality Operations – Diploma, Hospitality Management – Associate of Applied Science Degree and CEO Review of RWDB Application – CEO</b>	Craig Anderson	Raymond Drey	X
<b>3a. March 22, 2018 Joint RWDB/CEO Minutes-RWDB</b>	Jim O'Donnell	Marcia Rosacker	X
<b>3a. March 22, 2018 Joint RWDB/CEO Minutes – CEO</b>	Pete Groetken	Raymond Drey	X
<b>4a. Proposed Meeting Dates (9/27/18, 11/29/18, 1/24/19, 3/28/19, 5/23/19) – RWDB</b>	Dan Moore	Marcia Rosacker	X
<b>4a. Proposed Meeting Dates (9/27/18, 11/29/18, 1/24/19, 3/28/19, 5/23/19) – CEO</b>	Craig Anderson	Pete Groetken	X
<b>4b. Nomination &amp; Selection of Executive Board Members (Officer Election 2018-2019) – RWDB</b>  <b>RWDB Chair – Dan Moore</b> <b>RWDB Vice Chair – Mary Tyler</b> <b>RWDB Secretary – Judy Peterson</b>	Jeff Simonsen Jeff Simonsen Jeff Simonsen	John Hamm John Hamm Jean Logan	X X X
<b>4b. Nomination &amp; Selection of Executive Board Members (Officer Election 2017-2018) – CEO</b> <b>CEO Chair – Craig Anderson</b> <b>CEO Vice Chair – Pete Groetken</b>	Jeff Simonsen Jeff Simonsen	Pete Groetken Craig Anderson	X X
<b>4c. Training Programs Consideration–Western Iowa Tech Community College – RWDB – Bridget Hoefling</b> <ul style="list-style-type: none"> <li>o Food Preparation – Certificate – Attachment “C”</li> <li>o Food Services – Diploma– Attachment “D”</li> <li>o Culinary Arts – Associate of Applied Science Degree – Attachment “E”</li> <li>o Electrician – Diploma – Attachment “F”</li> <li>o Veterinary Assistant – Diploma – Attachment “G”</li> <li>o Hospitality Operation Concepts – Certificate – Carry In</li> <li>o Hospitality Operations – Diploma – Carry In</li> <li>o Hospitality Management – Associate of Applied Science Degree – Carry In</li> </ul>	Dan Moore	Jim O' Donnell	X  Dr. Robert Rasmus: abstained  Pam Woolridge: abstained
<b>4d. CEO Review of RWDB Application – CEO – Jeff Simonsen – Carry In</b> <b>Dan R. Schoenherr – Imko</b>	Craig Anderson	Jeff Simonsen	X
<b>13. Adjournment – RWDB @ 5:08 p.m.</b>	Jim O'Donnell	Dan Moore	X
<b>13. Adjournment – CEO @ 5:08p.m.</b>	Jeff Simonsen	Adjourned the	CEOs

## Meeting Notes

### Reports/Discussion:

IV. New Business – Lilia Rundquist reviewed program for ex-offenders and spoke on the partnership they have with Dismas for re-entry clients. Also discussed their work with RTF. Lilia goes every other Thursday to the Woodbury County Jail to work with both male and females for the past 1 ½ years. About 4-5 months ago, she began to work with the Plymouth County Jail which has both Federal and State prisoners. Lilia goes to Yankton Federal Prison once per quarter and sees 25-35 people while there. They must be released to Iowa within six months for Lilia to work with them. She has also developed a relationship with probation and parole.

Janet Gill reviewed training programs for consideration. The Culinary Program has received awards. Jeff Simonsen asked how many enrolled. Janet Gill stated they start with 40. Alana Tweet stated people from the Convergys layoffs are interested in the Hospitality program.

### V. Old Business – None

### VI. Partner Reports –

Title I. – Janet Gill reviewed the Title I report. No public comments on realignment yet. On June 8 the Realignment Committee meets again. The State should have recommendation at their meeting on June 28. Alana Tweet spoke on Convergys and Younkers closings. Met with 78 individuals at Convergys and 12 people at Younkers and there was interest for retraining. Younkers' closing was extended to August 31, 2018 (final date). Funding will be down overall for Title I. Additional funding request from Rapid Response Dislocated Worker funding was applied for which was \$20,000 for Convergys and \$30,000 for Younkers. Maximum training amounts available per person is \$6,000. Pell Grants are applied first.

Title II. – Pam Woolridge stated that they finished second semester last week. There are 648 ELL students and 489 HSED students currently enrolled in ABE programming with 12 plus hours of attendance. Area 12 ABE/ELL has obtained 8 of 11 benchmarks and is working on trying to get the last 3. The State as a whole has made 4 benchmarks.

Title III. – MacKenzie Reiling reviewed the Title III report. Mindy Collins will be chairing the Disability Access Group. The Bi-Annual Job Fair with WITCC on March 28<sup>th</sup> was a success. The Employer of Council of Iowa held 4 events. The center is working with Tom Eakin from Brotherhood Trust and Love to conduct workshops to assist veterans back into civilian life. Staff assisted in testing all Sioux City School District seniors for the NCRC. Sandra Solis is the new DEI Grant Disability Resource Coordinator. John Hessa, retired in March so interviewing for new DVOP to work with Veterans who qualify.

### VII. RWDB Chair Report – None

VIII. Policy/Field Memo Updates – Janet Gill reviewed TEGL 13-17 on Planning Estimate for WIOA Youth, Adult and Dislocated Worker Program Allotments for PY 2018.

IX. WOA Regional Alignment Update – The Chairs haven't heard anything. Jeff Simonsen stated heard nothing since they were on the conference call. Jeff stated the 5A plan seemed okay.

### X. Reports from Individuals RWDB/CEO Member – None

### XI. Reports from State Representative – None

### XII. Adjournment

**RESPECTIVELY SUBMITTED**



Jean Logan  
Date: 5/24/18

**"The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow."**



May 24, 2018

Board Members:

Governor Reynolds recently signed legislation making changes to the process for appointments to Local Workforce Development Boards (WDB) in Iowa. Under the new law, Chief Elected Official (CEO) Boards are authorized to make appointments to local boards. The Governor no longer performs this function. The new process is outlined below:

1. A candidate for appointment or re-appointment must complete an application to serve on the Local WDB and submit the completed application to the CEO Board for consideration.
2. The CEO Board must review the application and vote on whether to appoint the applicant to serve on the Local WDB.
3. If the CEO Boards to appoint an applicant to the Local WDB, the CEO Board must send to Iowa Workforce Development (IWD) within ten (10) days of the appointment all of the following:
  - 3.1. The application for the appointee that is completed as required respectively by the appointee and the chairperson of the CEO Board;
  - 3.2. The completed Oath of Office for the new appointee; and
  - 3.3. An updated roster matrix for the Local WDB reflecting the new appointment. Note: If the CEO Board makes more than one appointment at a time, the CEO Board may include one updated roster matrix that reflects all new appointments.

Please send the above documents to IWD Board Administrator Shelly Evans at: [Shelly.Evans@iwd.iowa.gov](mailto:Shelly.Evans@iwd.iowa.gov), who will file the completed Oath of Office with the Secretary of State. Once the Oath of Office has been filed, a Certificate of Appointment will be issued by IWD reflecting the appointment and showing the term dates. The Certificate will be sent to the new member of the Local WDB.



## **GUIDANCE:**

### **Membership Requirements for Local Workforce Development Boards**

May 24, 2018

#### **1. Background.**

- 1.1. In September of 2017, the U.S. Department of Labor (USDOL) conducted a review of Iowa's workforce development system under the federal Workforce Innovation and Opportunity Act (WIOA) that focused on Regions 5, 10, and 12.
- 1.2. The USDOL Monitoring Report, dated November 8, 2017, included a finding that Iowa's Local Workforce Development Boards (WDBs) had membership structures that did not comply with WIOA § 107(b) and 20 CFR § 679.320.
- 1.3. During the 2018 legislative session, the Iowa General Assembly enacted Senate File 2353 (2018), which amends Iowa Code § 84A.4 to:
  - 1) Make the requirements for Local WDB membership under Iowa law the same as those in WIOA § 107(b); and
  - 2) Alter how the gender balance requirement and political affiliation limitation in Iowa Code chapter 69 applies to Local WDBs.
- 1.4. The changes to Iowa Code § 84A.4 are now in effect.
- 1.5. This memo contains the membership requirements for Local WDBs under WIOA § 107(b), 20 CFR § 679.320, and Iowa Code § 84A.4(2), as amended by Senate File 2353 (2018).

#### **2. References.**

- 2.1. Federal Workforce Innovation and Opportunity Act, Public Law No. 113-128 (WIOA).
- 2.2. 20 CFR Part 679, Subpart C (2018).
- 2.3. Iowa Code § 84A.4, as amended by Senate File 2353 (2018).
- 2.4. Federal Adult Education and Family Literacy Act, as amended by WIOA Title II (AEFLA).
- 2.5. Federal Wagner-Peyser Act, Public Law No. 73-30, as amended by WIOA Title III.

- 2.6. Federal Rehabilitation Act of 1973, Public Law No. 93-112, as amended by WIOA Title IV and Public Law No. 114-95 (Rehab Act).

### **3. The Vision for Local WDBs Under WIOA.**

The vision for Local WDBs under WIOA is to serve as a strategic leader and convener of local workforce development system stakeholders. Local WDBs partner with employers and the workforce development system to develop policies and investments that support:

- 1) Public workforce system strategies that support regional economies;
- 2) The development of effective approaches including local and regional sector partnerships and career pathways, and
- 3) High quality, customer centered service delivery and service delivery approaches.

### **4. The Purpose of Local WDBs Under WIOA.**

The purpose of Local WDBs under WIOA is to:

- 1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and region;
- 2) Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
- 3) Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided in the local area and region.

### **5. Authority Within Represented Entities.**

- 5.1. Representatives of business may have optimum policy-making authority or hiring authority for the business they represent. All other members of the Local WDB must be individuals with optimum policy-making authority within the entities they represent.
- 5.2. A representative with "optimum policy-making authority" is an individual who can reasonably be expected to speak affirmatively on behalf of the entity that the individual represents and to commit that entity to a chosen course of action.

### **6. Alternative Entity.**

Because of the changes to Iowa Code § 84A.4, no Local WDB can comply with Iowa law and qualify as an "alternative entity" under WIOA § 107(i).

## **7. Chairperson.**

The Local WDB must select a chairperson from among its representatives of business.

## **8. Voting Status.**

- 8.1. The members described in Sections 9, 10, 11, and 12 must be voting members.
- 8.2. The optional members described in Section 13 may be voting or nonvoting members.

## **9. Representatives of Business.**

- 9.1. A majority of the Local WDB's voting members must be representatives of business.
- 9.2. At least two of the Local WDB's business representatives must represent a "small business" as that term is defined by the Small Business Administration (SBA). The SBA's Table of Small Business Size Standards must be used to determine when a business representative qualifies to serve as a small business representative on the Local WDB. The SBA Table is available on the agency's website [here](#).
- 9.3. Each business representative must be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making authority or ultimate hiring authority.
- 9.4. Each business representative must provide employment opportunities in in-demand industry sectors or occupations.
  - 9.4.1. An "in-demand industry sector" is an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.
  - 9.4.2. An "in-demand occupation" is an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector as to have a significant impact on the State, regional, or local economy.
  - 9.4.3. The determination of whether an industry sector or occupation is in-demand shall be made by the State WDB or Local WDB, as appropriate, using State and regional business and labor market projections, including the use of labor market information.
- 9.5. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations such as a local Employers' Council of Iowa (ECI), Chamber of Commerce, etc.

## **10. Representatives of the Workforce.**

At least 20 percent of the Local WDB's voting membership must be representatives of the workforce who meet the requirements in this Section.

### **10.1. Labor Organizations.**

- 10.1.1. At least two of the Local WDB's workforce representatives must be representatives of labor organizations, where such labor organizations exist in the region.
- 10.1.2. The Local WDB's representatives of labor organizations must be appointed from among individuals who are nominated by local labor organizations.
- 10.1.3. If no labor organizations exist in the region, representatives of labor must be selected from the other workforce representative groups described in Sections 10.2 through 10.4.

### **10.2. Registered Apprenticeship Program(s).**

- 10.2.1. A Registered Apprenticeship program is an apprenticeship program registered with the U.S. Department of Labor, Employment and Training Agency, Office of Apprenticeship.
- 10.2.2. At least one of the Local WDB's workforce representatives must be a representative of a joint labor-management, or union-affiliated, Registered Apprenticeship program within the region.
- 10.2.3. Each Registered Apprenticeship program representative must be a training director or member of a labor organization.
- 10.2.4. If no union-affiliated Registered Apprenticeship programs exist in the region, the training director of a Registered Apprenticeship program with no union affiliation must be appointed, if one exists.

### **10.3. Community-Based Organization(s).**

- 10.3.1. The Local WDB's workforce representatives may include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- 10.3.2. A "community-based organization" is a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.
- 10.3.3. An individual or entity with "demonstrated experience and expertise" is an individual or entity who:



- 1) Is an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency;
- 2) Contributes to the field of workforce development, human resources, training and development, or a core program function; or
- 3) The Local WDB recognizes for valuable contributions in education or workforce development related fields.

10.3.4. An individual with a barrier to employment is a member of one or more of the following populations:

- 1) Displaced homemakers.
- 2) Low-income individuals.
- 3) Indians, Alaska Natives, and native Hawaiians, as such terms are defined in WIOA section 166.
- 4) Individuals with disabilities, including youth who are individuals with disabilities.
- 5) Older individuals.
- 6) Ex-offenders.
- 7) Homeless individuals.
- 8) Youth who are in or have aged out of the foster care system.
- 9) Individuals are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- 10) Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i).
- 11) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. § 601 *et seq.*).
- 12) Single parents (including single pregnant women).
- 13) Long-term unemployed individuals.
- 14) Such other groups as the Governor determines to have barriers to employment.

#### 10.4. Organization(s) Serving Youth.

The Local WDB's workforce representatives may include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including in-school and out-of-school youth.

### **11. Representatives of the One-Stop Delivery System.**

The Local WDB must include members who are representatives of the local one-stop delivery system.

#### 11.1. State Employment Services Office.

11.1.1. Each Local WDB must have at least one representative of the State Employment Service office under the Wagner-Peyser Act.

11.1.2. An IWD Operations Manager will satisfy this membership requirement.

#### 11.2. Vocational Rehabilitation.

11.2.1. Each Local WDB must have at least one representative of the State programs carried out under Title I of the Rehab Act (other than section 112 or part C of that Title).

11.2.2. Iowa has two such programs: one administered by Iowa Vocational Rehabilitation Services (IVRS) and one administered by the Iowa Department for the Blind (IDB).

11.2.3. Where possible, a Local WDB may have a representative of both IVRS and IDB.

11.2.4. Where having representatives of both IVRS and IDB is not possible, the Vocational Rehabilitation representative for a Local WDB must be chosen from among those nominated by IVRS and IDB. IVRS and IDB may elect to submit a joint nomination.

#### 11.3. Eligible Provider of Adult Education and Literacy Activities.

11.3.1. Each Local WDB must have at least one representative of an entity that is an eligible provider administering of adult education and literacy activities under WIOA Title II.

11.3.2. If there is more than one entity that qualifies as an eligible provider administering adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.

## **12. Higher Education and Economic Development.**

### **12.1. Institution of Higher Education.**

- 12.1.1. Each Local WDB must have at least one representative from an institution of higher education providing workforce investment activities, including but not limited to community colleges.
- 12.1.2. When there is more than one institution of higher education providing workforce investment activities in a region or local area, nominations must be solicited from those particular entities.

### **12.2. Economic and Community Development.**

- 12.2.1. Each Local WDB must have at least one representative of an economic and community development entity.
- 12.2.2. When there is more than one economic and community development entity in a region or local area, nominations must be solicited from those particular entities.

## **13. Optional Members.**

The membership of each Local WDB may include representatives of other appropriate entities in the region, including:

- 13.1. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment.
- 13.2. Governmental and economic and community development entities that represent transportation, housing, and public assistance programs.
- 13.3. Philanthropic organizations that service the region.
- 13.4. Other appropriate representatives as determined by the Chief Elected Official (CEO) Board.

## **14. Gender Balance.**

Some members of the Local WDB are excluded when determining whether the Local WDB's membership meets the gender balance requirement in Iowa Code § 69.16A.

### **14.1. Excluded Members.**

The gender balance requirement in Iowa Code § 69.16A does not apply to the following representatives of the one-stop delivery system:

- The representative of the Wagner-Peyser Employment Service program under WIOA Title III described in Section 11.1.
- The representative(s) of the Vocational Rehabilitation program under the Rehab Act, as amended by WIOA Title IV described in Section 11.2.

#### 14.2. Covered Members.

The gender balance requirement in Iowa Code § 69.16A applies to all other members of the Local WDB, including:

- The representatives of business described in Section 9.
- The representatives of the workforce described in Section 10.
- The representative of an eligible provider administering adult education and family literacy activities under WIOA Title II described in Section 11.3.
- The representatives of higher education and economic development described in Section 12.
- The optional members described in Section 13.

#### 14.3. Requirement for Local WDBs.

No more than one-half plus one of the members of the Local WDB listed in Section 14.2 may be of one gender.

### **15. Political Affiliation Limitation.**

Some members are excluded when determining whether the Local WDB's membership meets the political affiliation limitation in Iowa Code § 69.16.

#### 15.1. Excluded Members.

The political affiliation limitation in Iowa Code § 69.16 does not apply to the following representatives of the one-stop delivery system:

- The representative of the Wagner-Peyser Employment Service program under WIOA Title III.
- The representative(s) of the Vocational Rehabilitation program under the Rehab Act, as amended by WIOA Title IV.

## **15.2. Covered Members.**

The political affiliation limitation in Iowa Code § 69.16 applies to all other members of the Local WDB, including:

- The representatives of business described in Section 9.
- The representatives of the workforce described in Section 10.
- The representative of an eligible provider administering adult education and family literacy activities under WIOA Title II described in Section 11.3.
- The representatives of higher education and economic development described in Section 12.
- The optional members described in Section 13.

## **15.3. Requirement for Local WDBs.**

No more than one-half plus one of the members of the Local WDB listed in Section 15.2 may be members of one political party.

## **16. Nomination Requirements.**

- 16.1. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations such as the Employers' Council of Iowa (ECI) or a Chamber of Commerce.
- 16.2. Each representative of a labor organization must be appointed from among individuals who are nominated by local labor organizations.
- 16.3. If there is more than one entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.
- 16.4. If the Local WDB has only one representative of a Vocational Rehabilitation program authorized under Title I of the Rehab Act, nominations must be solicited from IVRS and IDB. IVRS and IDB may elect to make a joint nomination.

## **17. Appointment Process.**

- 17.1. All candidates for appointment or re-appointment must complete an application to serve on the Local WDB and submit the completed application to the CEO Board for consideration.
- 17.2. The CEO Board must review the application and vote on whether to appoint the applicant to serve on the Local WDB.

- 17.3. If the CEO Boards to appoint an applicant to the Local WDB, the CEO Board must send to Iowa Workforce Development (IWD) within ten (10) days of the appointment all of the following:
  - 17.3.1. The application for the appointee that is completed as required respectively by both the appointee and the chairperson of the CEO Board;
  - 17.3.2. The completed Oath of Office for the new appointee; and
  - 17.3.3. An updated roster matrix for the Local WDB reflecting the new appointment. Note: If the CEO Board makes more than one appointment at a time, the CEO Board may include one updated roster matrix that reflects all new appointments.
- 17.4. Please send the above documents to IWD to the individual designated by the agency.
- 17.5. IWD will file the completed Oath of Office with the Secretary of State.
- 17.6. Once the Oath of Office has been filed, a Certificate of Appointment will be issued by IWD reflecting the appointment and showing the term dates. The Certificate will be sent to the new member of the Local WDB.

**TABLE A: LOCAL WDB MEMBERSHIP REQUIREMENTS**

<b>Business Majority</b>
<ul style="list-style-type: none"> <li>▪ At least two representatives must be from small businesses</li> <li>▪ Business must be in an in-demand industry sector and/or have in-demand occupations</li> <li>▪ Representative must have optimum policy-making or ultimate hiring authority for the business</li> <li>▪ Representatives must be appointed from a list of individuals nominated by local business groups such as the ECI or Chamber of Commerce</li> <li>▪ See Section 9 of the Guidance for the full details</li> </ul>
<b>Workforce At Least 20%</b>
<ul style="list-style-type: none"> <li>▪ At least two must be representatives of labor organizations, who are appointed from a list of individuals nominated by local labor organizations</li> <li>▪ At least one must be a representative of a joint labor-management Registered Apprenticeship program</li> <li>▪ Others may be representatives from community-based organizations with experience and expertise in the field of workforce development</li> <li>▪ See Section 10 of the Guidance for the full details</li> </ul>
<b>One-Stop Delivery System</b>
<ul style="list-style-type: none"> <li>▪ One IWD operations manager at the local IowaWORKS field office, representing the Wagner-Peyser Employment Service Program under WIOA Title III</li> <li>▪ One representative of an entity that is an eligible provider of Adult Education and Family Literacy Act activities under WIOA Title II</li> <li>▪ At least one representative of a Vocational Rehabilitation program under WIOA Title IV, nominated by IVRS and IDB</li> <li>▪ These members are excluded from the gender-balance requirement and political affiliation limitation under Iowa Code chapter 69</li> <li>▪ See Section 11 of the Guidance for the full details</li> </ul>
<b>Higher Education and Economic Development</b>
<ul style="list-style-type: none"> <li>▪ At least one representative of an institution of higher education providing workforce investment activities, including community colleges</li> <li>▪ At least one representative of an economic and community development entity</li> <li>▪ See Section 12 of the Guidance for the full details</li> </ul>
<b>Optional</b>
<p>A Local WDB may include other members such as representatives of:</p> <ul style="list-style-type: none"> <li>▪ Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment</li> <li>▪ Governmental and economic and community development entities that represent transportation, housing, and public assistance programs</li> <li>▪ Philanthropic organizations service the region</li> <li>▪ Other appropriate representatives as determined by the Chief Elected Official Board</li> <li>▪ See Section 13 of the Guidance for the full details</li> </ul>

Kim Reynolds, Governor  
 Adam Gregg, Lt. Governor  
 Beth Townsend, Director

IOWA  
**WORKFORCE**  
 DEVELOPMENT

September 25, 2018

**ACTION REQUIRED: Register by Dec. 15, 2018, as a Training Provider in New System**

Dear Eligible Training Provider:

Iowa Workforce Development is in the process of transitioning to a new workforce development data management system. **As part of this migration, all providers and programs previously listed on Iowa's Eligible Training Provider List (ETPL) will need to register by Dec. 15, 2018, to be listed on the new system.**

To register, go to <https://review-app-vos19000000.geosolinc.com/vosnet/default.aspx>. For your convenience, enclosed is an ETPL Provider User Guide which includes directions on how to register as a training provider and how to add training programs to your provider account.

It is important you register by Dec. 15, 2018, as a provider and register each training program you want to have listed on Iowa's ETPL. Any provider/programs attempting to register after Dec. 15, 2018, will no longer be permitted to provide WIOA-funded training after March 4, 2019, and will be required to re-apply for the ETPL.

**Why Is Registration Necessary?**

Several years ago, federal legislation was passed called the Workforce Innovation and Opportunity Act (WIOA). The provision of training services via the ETPL was preserved in legislation. Our new system will include improved ETPL management capabilities and ensure compliance with WIOA.

Thank you for your help as we strive to provide employment and training services to Iowans to help prepare them for the careers of tomorrow.

Should you have any questions, please reach out to us at [ETPL@iwd.iowa.gov](mailto:ETPL@iwd.iowa.gov).

Sincerely,

Beth Townsend, Director  
 Iowa Workforce Development

Enclosure

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1000 E Grand Avenue • Des Moines, IA 50319 • [www.iowaworkforcedevelopment.gov](http://www.iowaworkforcedevelopment.gov)  
 Equal Opportunity Employer/Program  
 Auxiliary aids and services available upon request to individuals with disabilities.  
 For deaf and hard of hearing, use Relay 711.

A proud partner of the  American Job Center network



# Introduction

## *Effective date:*

Under the Workforce Innovation and Opportunity Act (WIOA), participants in need of training services to enhance their job readiness or career pathway may access career training through a list of state-approved training providers and their state-approved training programs. Participants can select from the list of eligible training provider (ETP) programs that meet their needs. This policy describes the process for determining eligible training providers and programs for WIOA title I, subtitle B adult, dislocated worker, and out-of-school youth (OSY) aged 16-24 training participants and for publicly disseminating the list of these providers with relevant information about their programs.

The workforce development system established under WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and programs of training services, including Registered Apprenticeship programs and others, is vital to achieving these core principles. WIOA requires that each State must maintain a list of eligible training providers and their eligible training programs. The list must be accompanied by relevant performance and cost information and must be made widely available, including in electronic formats, and presented in a way that is easily understood, in order to maximize informed consumer choice and serve all significant population groups.

The State is responsible for ensuring the success of the eligible training provider system in partnership with Local Boards, the one-stop system, and its partners. The approved list of eligible training providers should serve as an important tool for participants seeking training to identify appropriate providers, and relevant information such as cost and program outcomes. Using the list of eligible training providers, career planners in one-stop career centers can assist participants in identifying training and training providers in high demand industries that result in positive outcomes and recognized credentials.

## Legal References

- WIOA sec. 116, 122
- 20 CFR §680.400-680.530

# Training Provider and Training Program Eligibility

## *Effective date:*

This policy outlines which providers may be eligible to receive training funds under WIOA Title I for participants who enroll in training services. Only eligible training providers and their eligible programs will be included in Iowa's Eligible Training Provider List (ETPL).

### **Potential Eligible Training Providers Include:**

1. Institutions of higher education that provide a program which leads to a recognized post-secondary credential
2. Registered Apprenticeship programs
  - a. These programs will be included and maintained on the ETPL for as long as the program remains registered under the National Apprenticeship Act.
3. Other public or private providers of training, which may include:
  - a. Community Based Organizations (CBOs) or private organizations of demonstrated effectiveness that provide training under contract with the Local Board
  - b. Joint labor-management organizations
  - c. Eligible providers of adult education and literacy activities under Title II of WIOA if such activities are provided in combination with occupational skills training

### **Program Eligibility**

A program of training services is defined as one or more courses or classes, or a structured regimen that leads to:

- An industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or the Federal government, and associate's or baccalaureate degree
- A secondary school diploma or its equivalent
- Employment
- A measurable skill gains toward such a credential or employment

Training services could be delivered in person, online, or in a blended approach. Online providers may apply and be considered for inclusion on the ETPL. These providers will be required to meet the same eligibility and performance criteria established for classroom-based instructional providers.

Training programs must make every effort to provide training services that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities.

DRAFT

**Legal References**

- WIOA sec. 122
- 20 CFR §680.520, 680.410, 680.420
- TEGL 41-14

# Enforcement

## *Effective date:*

If it's determined a training provider, or individual providing information on behalf of the provider, intentionally supplied inaccurate information or substantially violated any requirements of WIOA, any Iowa Workforce Development (IWD) rule or regulation, or any State or Federal labor law, eligibility shall be terminated for a period of not less than 2 years. A training provider whose eligibility is terminated will be liable for the repayment of funds received during the period of violation.

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## **Legal References:**

- [WIOA sec. 122](#)
- [20 CRF 680,480](#)
- [TEGL 41-14](#)

# Dissemination of Information

## *Effective date:*

### **State responsibilities**

The state will disseminate the Eligible Training Provider list (ETPL), including performance and cost information, to local workforce development boards, the One-Stop delivery system and program partners and members of the public. The state will host the ETPL on an agency website. The state will ensure the ETPL is accurate and current.

### **Local workforce development board responsibilities**

Local workforce development boards are responsible for ensuring that all One-Stop staff members have access to the ETPL and are knowledgeable in regards to utilizing the ETPL. Local workforce development boards are also responsible for ensuring all One-Stop customers have access to the ETPL to assist them in making informed choices when choosing training services.

### **Legal References**

- [WIOA sec. 122](#)
- [20 CFR § 680.500](#)
- [TEGL 41-14](#)

## Transition of Current Providers

### *Effective date:*

The State of Iowa will require all entities wishing to be placed on the WIOA-compliant Eligible Training Provider List (ETPL) to complete initial eligibility via the Iowa Workforce Development case management system. All eligible training providers approved under WIA must reapply to have their institution or training entity and their programs placed on the WIOA compliant ETPL.

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### Legal References

- TEGL 41-14

# Initial Eligibility

## ***Effective date:***

All providers must submit required information to be considered for initial eligibility in accordance with the following guidance.

## **Apprenticeship Program Exemption**

Apprenticeship programs registered under the National Apprenticeship Act (NAA) are exempt from initial eligibility procedures. Registered Apprenticeship programs must be included and maintained on the list of eligible providers of training services as long as the corresponding program remains registered.

## **Information Submission Requirements**

Potential eligible training providers must submit the following information to the State via the Iowa Workforce Development case management system as a prerequisite to being reviewed for eligibility--and potentially deemed an eligible training provider:

1. A description of the training or educational institution including: provider name, address, email address, and name of contact person
2. A detailed description of each training program to be offered including cost of attendance, tuition and fees
3. Program specific performance information, including:
  - a. The percentage of program participants who are in unsubsidized employment during the second quarter and fourth quarter after exit from the program
  - b. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
  - c. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program
4. Description of provider partnerships with business
5. Information which demonstrates high quality training services that leads to recognized post-secondary credentials
6. Description of how the training program(s) align with in-demand industries and occupations
7. Description of how the training provider delivers training services to individuals who are employed and individuals with barriers to employment
8. Description of how training services are made available throughout the state, including in rural areas, and through the use of technology

A provider must be in statutory compliance with Iowa laws in relation to operation as a training education institution. Programs that become eligible under these procedures receive initial eligibility for one rolling year for each program. Once approved, programs will be subject to the continued eligibility policy.

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#### Legal References

- WIOA sec. 116 and sec. 122
- 20 CFR §680.450
- TEGL 41-14



# Provider Exceptions

## *Effective date:*

Providers of on-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience, or transitional jobs are not subject to the requirements applicable to entities listed on the eligible training provider list, and are not included on the State list of eligible training providers and programs.

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## Legal References

- WIOA sec. 122
- 20 CFR §680.420 and 680.530
- TEGL 41-14

# Out-of-State Eligible Training Programs

**Effective date:**

## **Border States**

Approved training providers and programs based in border states of Iowa are not required to complete an application for approval in Iowa. Applicable states include: Illinois, Minnesota, Missouri, Nebraska, South Dakota and Wisconsin. In order for an individual to obtain training through a training provider in a bordering state, the training provider must be listed on the applicable state's maintained Eligible Training Provider list (ETPL).

## **Other States**

Approved training providers and programs based in other states are not required to complete an application for approval in Iowa, as long as a reciprocity agreement between Iowa and the other state is established prior to WIOA funds being issued to an out-of-state training provider or program. In order for an individual to obtain training through an out-of-state provider, the training provider must be listed on that state's ETPL.

If a reciprocity agreement is unable to be established between states, WIOA funds may be issued to a training provider outside of Iowa when the following conditions are met:

1. The training program is not offered by any training providers or eligible training providers in Iowa; and
2. The training provider is in good standing on that state's ETPL.

## **Legal References**

- WIOA sec. 122
- 20 CFR §680.520
- TEGL 41-14

# Reviewing/Renewing Eligibility

*Effective date:*

Procedures for continued eligibility for eligible training providers is a two part process. One process is to renew the eligible training provider status as an institution or training entity, and the other process is to renew each program of training services for that institution or training entity.

## **Review and Notification Process**

Training providers and programs renew their eligibility status by submitting the updated information to Iowa Workforce Development through the data management system. The State will review applications both for the provider and for the program(s) of training services. The State will terminate and remove providers that fail to meet criteria necessary to remain eligible. The training provider will be notified via e-mail when its status has either been renewed or terminated.

## **Renewal Timeframe**

If a provider of training services does not renew its status within 90 days prior to the renewal date, the provider and programs will be suspended. The training provider will no longer be permitted to provide training services funded by WIOA.

## **Institution and Provider Renewals**

For an institution or training provider to continue to be an eligible training provider, their status must be renewed, at a minimum, biennially based on the date the institution or training provider was last approved.

The institutional or provider renewal is an update of basic provider information and general performance data. Eligible training providers must renew their status by providing updated contact and State licensure and other accreditation requirements in an accurate and timely manner.

## **Provider's Program Renewals**

For an institution's or training provider's program of training services to continue to be eligible, the program's status must be renewed, at a minimum, biennially based on the date the program of training services was last approved. Program renewals may or may not occur concurrently with an institution's or provider's renewal. As part of the renewal process, data in the data management system will be reviewed in accordance with the Performance Accountability policy.

## **Legal References**

- [TEGL 41-14](#)

## Continued Eligibility

### *Effective date:*

This policy outlines what providers who were approved for initial eligibility must do if they wish to continue to be included on the Eligible Training Provider List (ETPL) after the initial eligibility period concludes. For continued eligibility of providers and programs the provider must provide the following information:

1. Program-specific performance information regarding participants, including:
  - a. The percentage of program participants who are in unsubsidized employment during the second quarter and fourth quarter after exit from the program
  - b. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
  - c. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program
  - d. Information on recognized post-secondary credentials received by program participants
  - e. Cost of attendance, including cost of tuition and fees
  - f. Completion Rate
2. A description of the provider and/or program provides access to training services through the use of technology
3. Relevant information reported to State agencies on Federal and State training programs other than programs within WIOA Title I
4. A description of the degree to which training program(s) align with in-demand industries and occupations in the State
5. Any applicable state licensure requirements of training providers
6. A description of training provider's ability to offer industry-recognized certificates and/or credentials through the program
7. A description of training provider's ability to offer programs that lead to post-secondary credentials
8. A description of the quality of the program of training services
9. A description of the ability of the providers to provide training services that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities
10. A description of the time period covered and source of the eligible training provider's performance reports

A provider must be in statutory compliance with Iowa laws in relation to operation as a training education institution. Programs eligible under these policies will have their eligibility re-evaluated biennially.

- WIOA sec.116 and sec. 122
- 20 CFR §680.460
- TEGL 41-14

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# Denial or Revocation of Eligibility/Conditions for Removal

## *Effective date:*

Only the State can remove eligible training providers and programs from the ETPL and only after appropriate due process. Iowa Workforce Development (IWD) can remove a program, an eligible training provider, or both when IWD finds that a program eligible training provider or both:

- Intentionally submits inaccurate data and there is evidence of this;
- Has substantially violated any provision of Title I of WIOA and its regulations;
- Is in violation of state and/or local laws;
- Has ceased to be in business and/or lost its license to operate; or
- Fails to meet performance levels.

As part of the biennial review of eligibility, when the consumer report process and subsequent eligibility is complete, eligible training providers and/or programs may be subject to the removal procedure due to not meeting criteria or failure to meet established minimum performance levels.

After removing a training provider and/or program from the ETPL, local Workforce Development Boards (WDBs) cannot send WIOA participants to that training provider and/or its programs. A training provider removed from the ETPL list for failure to meet performance or for being in violation of the WIOA regulations, cannot apply for eligibility for a period of not less than 2 years after the official removal date. A provider whose eligibility is terminated under these conditions is liable to repay all youth, adult, and dislocated worker training funds it received during the period of noncompliance. Training providers may appeal a removal decision under the State appeal process.

## **Legal References**

- WIOA sec. 122
- 20 CFR §680.480, 29 CFR Part 38

# Notification and Appeal Procedures

***Effective date:***

If an institution or training provider has been denied as an eligible training provider, has lost eligibility, or has been terminated from the Iowa ETPL, the institution or training provider will be notified regarding the decision according to the contact person listed on the training provider's account.

The institution or training provider may appeal the denial or termination within 14 days from the date of receipt of notice of termination. The State will review the appeal, provide the opportunity for a hearing and issue a written decision/response within 60 calendar days of the receipt of the appeal.

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**Legal References**

- TEGL 680.480

# Reinstatement on the Statewide List

## *Effective date:*

### **Training Provider Reinstatement**

Since it is possible for a training provider to improve upon its overall performance and otherwise rectify any other conditions of their denial or revocation as an Eligible Training Provider, a provider may re-apply for eligibility 2 years after the official removal date.

The training provider denied must:

- comply with the requirements for initial eligibility; and
- demonstrate it has corrected all performance and other deficiencies which resulted in its removal from the ETPL.

### **Training Program Reinstatement**

It is possible for a training program that was denied continued eligibility to undergo significant improvement. A provider whose training program is removed from the statewide list can re-apply for program eligibility no sooner than two years from the date of the denial of program eligibility. Accordingly, a provider may re-apply for initial eligibility of the training program when it can demonstrate its program quality with at least one year of performance information.

The program denied must:

- re-apply for program eligibility subject to the policies and procedures for continued eligibility; and
- meet the minimum performance standards, along with any other eligibility criteria in place at the time of re-application.

## **Legal References**

- TEGL 41-14



## **Training Provider or Training Program, Change in Information**

***Effective date:***

In the event that information regarding an ETPL-approved training provider or training program changes, the current information must be entered into the data management system, and the training program(s) shall be subject to renewal of eligibility status.

Such information includes all of the required fields in the data management system. Changes in this information must be entered within ten business days of the change occurring. The program(s) will remain eligible until the change is reviewed by the State and eligibility can be determined.

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# Registered Apprenticeship

## *Effective date:*

All Registered Apprenticeship Programs that are registered with the U.S. Department of Labor/Office of Apprenticeship and approved by Iowa Workforce Development, are automatically eligible to be training providers and included on the Eligible Training Provider List (ETPL).

## **Termination of Registration**

Once included on the Iowa ETPL, Registered Apprenticeship Programs will remain on the list of eligible training providers until:

1. They are deregistered,
2. They notify Iowa Workforce Development that the program no longer wants to be on the list, or
3. It is determined that they have intentionally supplied inaccurate information or to have substantially violated any provision of WIOA Title I or WIOA Final Regulations.

See the Registered Apprenticeship ETPL policy for more information.

## **Legal References**

- [20 CFR §680.470](#)
- [TEGL 41-14](#)

# Training Providers Serving Trade Adjustment Assistance (TAA) Participants

## *Effective date:*

**Program eligibility for training funds:** the TAA program does not require training programs to be on the ETPL in order to receive training funds, however TAA participants may select a training program offered by a provider on the State list of eligible training providers.

**Who may approve training for TAA participants:** the cooperating state agency administering TAA for the state may approve that training if it meets the applicable TAA training approval criteria.

**Co-enrollment and precedence of TAA vs WIOA requirements:** if a participant is co-enrolled in a WIOA program and TAA, the TAA program also may fund training by a provider that is not on the State list of eligible training providers. However, if a co-enrolled participant receives training under WIOA, the requirements under WIOA apply.

## Legal References

- TEGL 41-14

# Performance Accountability

## ***Effective date:***

To ensure that customers are using federal funds to help customers make informed choices about which programs best suit their needs, WIOA requires the collection and reporting of program information such as cost and performance.

## **Initial Eligibility**

Eligibility for Iowa's Eligible Training Provider List (ETPL) is based, in part, upon program specific performance information, including:

- The percentage of program participants who are in unsubsidized employment during the second quarter and fourth quarter after exit from the program
- The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program
- The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program

In order to assess a training provider's continuing eligibility to remain an approved provider of Title I funds, Iowa will require specific outcome information from ETPs.

## **Continued Eligibility**

All providers who were approved for initial eligibility who wish to continue to be included on the ETPL after the initial eligibility period concludes, must comply with the following performance requirements:

- The percentage of program participants who are in unsubsidized employment during the second quarter and fourth quarter after exit from the program (best of second or fourth quarter employment rate of 30%)
- Median Earnings rate of \$2,800 of program participants who are in unsubsidized employment, measured second quarter after program completion
- Credential Attainment rate of 30% of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program
- Information on recognized post-secondary credentials received by WIOA program participants
- Information on cost of attendance; including costs of tuition and fees, for WIOA program participants
- Information on program completion rate for WIOA participants

## **Legal References**

- [WIOA sec. 116 & 122](#)
- 20 CFR §680.460; §680.490

State of Iowa  
Iowa Workforce Development  
Workforce Services Division  
1000 East Grand Avenue  
Des Moines, IA 50319

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, Department of Labor, Employment and Training Administration, 20 CFR Parts 680-530. Approval as an Eligible WIOA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

**INSTRUCTIONS:** After completing and signing the application form below, training providers should submit it to their closest IowaWORKS Center with attention to the Local Workforce Development Board. Addresses for IowaWORKS Centers can be found at <http://www.iowaworkforcedevelopment.gov/locations>.

**PART I - GENERAL INFORMATION**

Date of Application 9-7-18

Name of Institution Siouxland Pipe Welding School Inc

Address 3300 Northbrook Dr. STE A Sioux City, IA 51105

Telephone Number 712-454-5959 Fax \_\_\_\_\_

Location of Training Facility 3300 Northbrook Dr. STE A Sioux City, IA 51105

Name of Chief Executive Officer Gaylon Parker

Program Contact Information Whitney Ingram

Telephone Number 712-635-4992 Email Address Whitney.rose.ingram@gmail.com

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?  Yes  No

**PART II (a) - PROGRAM INFORMATION**

Please provide a brief description of each program for which you are applying, including:

A. Program Name Please see attached form

B. A brief program description  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Length of Program \_\_\_\_\_ Total Credit Hours Required \_\_\_\_\_

D. What is the method of delivery?

Classroom  Computer-Based CD-Rom  Distance (TV/Satellite/Cable)  Self-Study (Correspondence)

Web-Based (Internet) URL Address \_\_\_\_\_

**PROGRAM COSTS:**

1a. Tuition (per credit hour) please see attached form

1b. Tuition (Out-of-State, per credit hour) N/A

2. Supplies, including tools, uniforms, etc. included

3. Fees, including laboratory, student rentals, deposits included

4. Miscellaneous charges included

5. Average cost per year for program See form

6. Total cost to complete this program See form

Please use additional pages if necessary.

**PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION**

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

- Post-Secondary Educational Institution registered under HEA
- Registered under the National Apprenticeship Act (NAA)

**CERTIFICATION**

I, Gaylon Parker Name certify that I am the President Title of the training

Institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Gaylon W. Parker Signature

9-6-18 Date

If you are a Training Institution applying for program certification, applications must be forwarded to Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

**FOR LWDB USE ONLY**

Date Received by LWDB \_\_\_\_\_ Date Approved by LWDB \_\_\_\_\_

Application Date \_\_\_\_\_ Date LWDB Submitted to \_\_\_\_\_

IWD Region #: \_\_\_\_\_

Authorized LWDB \_\_\_\_\_

Signature \_\_\_\_\_

Approved forms must be sent to: ETPL Unit, Iowa Workforce Development, 1000 East Grand Avenue, Des Moines, IA 50319 (ETPL@iwd.iowa.gov)

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: April 25, 2017

2. Number of years the institution has been in continuous operation: 1.5

3. Is the institution accountable to a policy or governmental board?  Yes  No

If so, what board? IOWA College aid commission Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: yes, all students obtain certification upon completion

### PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.

2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.

3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your refund policy: please see attached form

### PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

\*The number of buildings  
\*Handicap accessibility

\*Availability of suitable training equipment  
\*Compliance with fire, building and safety codes, including off-campus locations or other sites

### PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

\*The number of persons employed  
\*Current number of students enrolled  
\*Class size to instructor ratio  
\*School Calendar  
\*Availability of Transcripts

### PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.

A program completer is a person who has:

- a. obtained a certificate, degree or diploma; or
- b. received credit for completing the program; or
- c. received a passing grade in the program; or
- d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer?  (a)  (b)  (c)  (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:

- \*how the information was obtained
- \*what percentage of all student's data was collected
- \*what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: please see form attached



## Part II (a) Program Information

### **1. GMAW/FCAW (MIG) Structural/Plate Certificate Program**

- Duration: 6 weeks
- Class 5 days per week/8 hours per day/ 5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$4,600.00

Students will learn the Gas Metal Arc Welding (GMAW) processes and techniques of Flux Core Arc Welding (FCAW), both self-shielded and gas-shielded. The class includes fillet welds and groove welds in all positions on carbon steel plates. The student will also identify and initiate recommended repairs for given weld defects. Students will also learn oxy-fuel cutting set-up and safety, and layout and blueprint reading.

### **2. SMAW [Stick] Pipe Welding Certificate Program**

- Duration: 8 weeks
- 5 days per week/ 8 hours per day/ 5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$5500.00

Skill level: No SMAW welding experience required. The class starts with basic arc control in structural positions and moves to cover carbon steel pipe with E6010 root/hot pass and 7018 fill/cap. Includes uphill progressions for root pass in 6-G position and finishes students at a first-class skill level for full penetration joints.

### **3. GTAW [TIG] Pipe Welding Certificate Program**

- Duration: 10 weeks
- 5 days per week/ 8 hours per day/ 5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$7500.00

This course will cover carbon steel and stainless-steel training up to first class skill level for full penetration joints.

### **4. GTAW/SMAW (Combination) Pipe Welding Certificate Program**

- Duration: 18 weeks
- Class 5 days per week/ 8 hours per day/5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$12,000.00

This course is offered to students who are interested in becoming a "combo" welder. Combo welders are capable of both GTAW and SMAW processes. This course follows the curriculum for GTAW and SMAW, but at an advanced pace and includes combination welding tests to a first-class skill level for full penetration joints.





### Part III – Financial Information

1. Please see attached copy of financial liability
2. Not applicable
3. Yes, refund policy per Iowa law is stated on page 14 of our school catalog

### Part IV – Facilities

Number of Buildings-1

Handicap Accessible- Yes

Availability of suitable training equipment- All needed equipment is available at all times

Compliance with fire, building and safety codes- Yes, in compliance

### Part V – Organization of the Training Institution

Number of persons employed- 3

Current number of students enrolled- 10

Class size to instructor ratio- 2:10 Instructor to Student Ratio

School Calendar- Rolling enrollment at this time

Availability of Transcripts- All student records are kept in a fire-safe filing cabinet. Student transcripts are available upon request.

### Part VI – Initial Performance Information Required on Each Program

1. A, C, D
2. Percentage of students who obtained employment- 100%
  - Information was obtained due to students being placed on jobs by the school owner
  - 100% of all student's data was collected
  - Year used – 2017/2018
3. Average hourly wages of students that have completed- \$32.00 per hour- \$40.00 per hour



**CRUM & FORSTER**

A FAIRFAX COMPANY

**UNITED STATES FIRE INSURANCE COMPANY**  
**NOTICE OF BOND REINSTATEMENT**

Dated: August 27, 2018

IOWA COLLEGE AID  
430 E GRAND AVE FLOOR 3  
DES MOINES, IA 50309

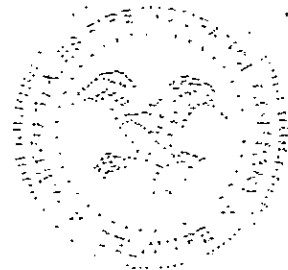
Bond Number: 615991874

RE: Notice of Bond Reinstatement for Principal Siouxland Pipe Welding School Inc

You are hereby notified that the above noted Surety Bond on behalf of Siouxland Pipe Welding School Inc as Principal and in favor of IOWA COLLEGE AID as Obligee issued by United States Fire Insurance Company as Surety, is hereby reinstated with no lapse in accordance with the terms and conditions of said bond.

**United States Fire Insurance Company**

By: Valerie A. Aber  
VALERIE ABER,  
Attorney-in-Fact





### Iowa College Aid Board of Commissioners

**Ms. Kathleen Mulholland, Chair**  
Represents general public\*  
Appointed 07/01/17; expires 06/30/19

**Ms. Rachael Johnson**  
Regent, State Board of Regents  
Represents State Board of Regents  
Appointed 05/01/17; expires 06/30/19

**Dr. Mark Putnam**  
President, Central College  
Represents private colleges and universities\*  
Appointed 07/01/17; expires 06/30/19

**Dr. Michael Ash**  
President, Southeastern Community College  
Represents community colleges\*  
Appointed 07/01/13; expires 06/30/21

**Mr. Manny Atwood**  
Guidance Counselor, Central Decatur School  
Represents K-12 practitioners\*  
Appointed 07/01/17; expires 06/30/21

**Ms. Cassandra Bond**  
Represents Iowa College students\*  
Appointed 07/01/18; expires 06/30/22

**Ms. Barbara Sloniker**  
Represents parents of Iowa students\*  
Appointed 07/01/18; expires 06/30/22

**Mr. Jeremy Varner**  
Division Administrator, Division of Community Colleges, Iowa  
Department of Education  
Represents Iowa Department of Education  
Designee of director of Department of Education

**Mr. Doug Shull**  
Represents general public\*  
Appointed 07/01/11; expires 06/30/19

**Mr. Timothy Fitzgibbon**  
Represents general public\*  
Appointed 07/01/17; expires 06/30/21

**Ms. Emily Stork**  
Represents the general public\*  
Appointed 07/01/18; expires 06/30/22

**Sen. Herman Quirnbach**  
Represents Iowa Senate  
Appointed 03/04/03; expires 01/13/19

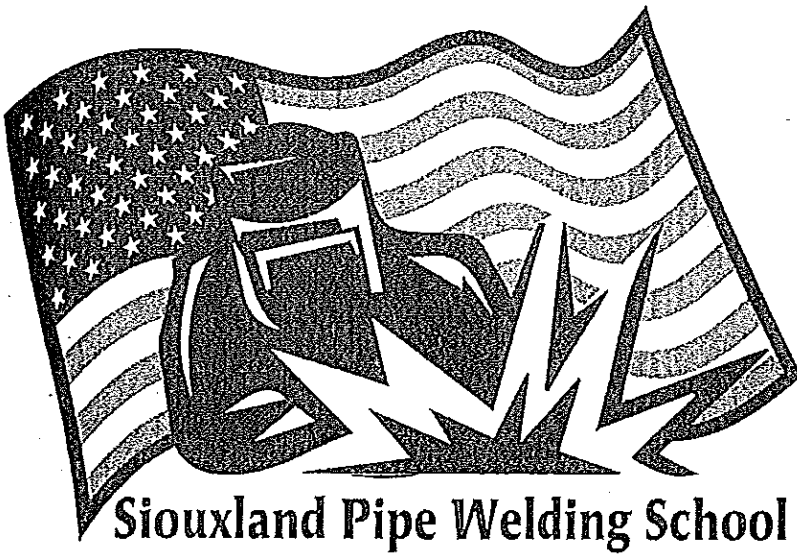
**Sen. Jeff Edler**  
Represents Iowa Senate\*\*  
Appointed 03/08/17; expires 01/13/19

**Rep. Cindy Winckler**  
Represents Iowa House\*\*  
Appointed 08/01/07; expires 01/13/19

**Rep. Cecil Dolecheck**  
Represents Iowa House\*\*  
Appointed 04/07/17; expires 01/13/19

2018

# Orientation Guide for Siouxland Pipe Welding School Students



**Siouxland Pipe Welding School**

Siouxland Pipe Welding School Inc.

3300 Northbrook Dr. STE A

Sioux City, IA 51105

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### **Our Mission**

Our mission is to provide superior quality, journeyman-level training, and create technically skilled and efficient individuals entering the pipe welding profession.

### **School Faculty Information**

The faculty at Siouxland Pipe Welding School is well qualified, experienced and driven. The instructors and administrators have worked in every level of the occupation from mechanical to pipe welding to supervising and directing welders and fitters in the piping industry.

#### **Gaylon Parker- Owner, Director and Lead Instructor**

Gaylon is an AWS Certified Welding Inspector (CWI) which confirms his ability, talent and knowledge to accurately direct and perform operations associated with welder training and classroom instruction. Gaylon has 21 years of experience in pipe welding with all major welding processes, GTAW (gas tungsten arc welding), SMAW (shielded metal arc welding), GMAW (gas metal arc welding) and FCAW (flux-cored arc welding). He has extensive experience welding many alloy metals in the construction industry. He has worked as a pipe fitter, pipe welder, foreman, supervisor and superintendent in the industrial field. He is NCCER+ (National Center for Construction Education and Research) certified and an NCCER performance evaluator for pipefitting, boiler making and ironworking as part of the Standardized Craft Training and National Craft Assessment and Certification program.

#### **Whitney Ingram- Owner, Director of Admissions, Registrar and Business Manager**

Whitney is available to answer questions regarding our programs, class schedule, and will also be available to assist both students and parents with financial matters.

#### **Justin Parker-Instructor**

Justin is an AWS Certified Welding Inspector (CWI) with a background in pipefitting and welding. He has 11 years of experience in the construction industry. He has extensive experience with all four major welding processes; GTAW, SMAW, GMAW, and FCAW. Justin has worked in several jobs in chemical plants, papermills, steel mills, boiler and steam generating systems and holds a NCCER+ pipe fitter certification, that has shaped him into a well-rounded craftsman and instructor.

### **Corporate Board of Directors**

Gaylon Parker-President

Whitney Ingram- Corporate Secretary

## School and Staff Contact Information

Siouxland Pipe Welding School Inc.

3300 Northbrook Dr. Suite A

Sioux City, IA 51105

712-454-5959

[www.siouxlandpipeweldingschool.com](http://www.siouxlandpipeweldingschool.com)

Gaylon Parker-Owner/Lead Instructor

601-770-9748

[gaylonp@gmail.com](mailto:gaylonp@gmail.com)

Whitney Ingram-Owner/Office Manager

712-635-4992

[wingram@siouxlandpipeweldingschool.com](mailto:wingram@siouxlandpipeweldingschool.com)

Justin Parker-Instructor

251-751-5514

## Hours of Operation

Office Hours: Monday-Friday 8 AM to 5 PM

Shop Hours: 8 AM to 9 PM

New students will begin class on Mondays. The start date will be set and agreed to at the time of enrollment.

Classes are held during daytime and evening hours

## Holidays/Makeup Days

Major Holidays are: New Year's Eve and Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Friday and Christmas Eve and Day. Siouxland Pipe Welding School reserves the right to add additional days as necessary. All current students will be notified immediately of any changes to the class schedule.

Class Cancellation: We will notify each student in the event of a class cancellation due to unforeseen circumstances or inclement weather.

## Class Schedule

### Daytime Schedule

8:00-9:00am-Curriculum

9:00-9:15am-Break

9:15am-12:00pm-Shop

12:00-12:30pm-Lunch Break

12:30-4:15pm-Shop

4:15-4:30pm-Cleanup

4:30pm-Leave for the day

### Evening Schedule

4:00 pm-9:30- Shop

All classroom material will be given to you and completed on your own time. Instructors are always available for questions regarding the curriculum.



## Course Information and Tuition Rates/Day Rate Fee

### **GMAW/FCAW (MIG) Structural/Plate Certificate Program**

- Duration: 6 weeks
- Class 5 days per week/8 hours per day/ 5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$4,600.00

Students will learn the Gas Metal Arc Welding (GMAW) processes and techniques of Flux Core Arc Welding (FCAW), both self-shielded and gas-shielded. The class includes fillet welds and groove welds in all positions on carbon steel plates. The student will also identify and initiate recommended repairs for given weld defects. Students will also learn oxy-fuel cutting set-up and safety, and layout and blueprint reading.

### **SMAW [Stick] Pipe Welding Certificate Program**

- Duration: 8 weeks
- 5 days per week/ 8 hours per day/ 5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$5500.00

Skill level: No SMAW welding experience required. The class starts with basic arc control in structural positions and moves to cover carbon steel pipe with E6010 root/hot pass and 7018 fill/cap. Includes uphill progressions for root pass in 6-G position and finishes students at a first-class skill level for full penetration joints.

### **GTAW [TIG] Pipe Welding Certificate Program**

- Duration: 10 weeks
- 5 days per week/ 8 hours per day/ 5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$7500.00

This course will cover carbon steel and stainless-steel training up to first class skill level for full penetration joints.

### **GTAW/SMAW (Combination) Pipe Welding Certificate Program**

- Duration: 18 weeks
- Class 5 days per week/ 8 hours per day/5.5 hours in the evening
- Tuition includes all consumable supplies and books
- \$12,000.00

This course is offered to students who are interested in becoming a "combo" welder. Combo welders are capable of both GTAW and SMAW processes. This course follows the curriculum for GTAW and SMAW, but at an advanced pace and includes combination welding tests to a first-class skill level for full penetration joints.

Day Rate-\$175.00

**Students must maintain passing grades and meet school attendance requirements to graduate. Upon completion of designated course requirements, students will be awarded an AWS (American Welding Society) Certificate, included in the tuition cost.**

## Tools and Supplies

### Equipment Supplied by Siouxland Pipe Welding School:

The following tools will be supplied by the school on the first day of class. Students will be responsible for the cost of any replacement.

- Siouxland Pipe Welding School Curriculum (yours to keep)
- Safety Glasses (If lost, school will supply you with a new pair at cost)
- Welding Hood (yours to keep)
- First pair of welding gloves (TIG or Stick, yours to keep) (school will supply more gloves to you at cost)
- 4- ½" Electric Angle Grinder (yours to keep) \*you will be responsible for damage/repair/replacement resulting from the use
- All Carbon Steel Materials and Consumables
- All Stainless-Steel Materials and Consumables
- Welding Machines, Grinders, Grinding Wheel and other consumables for class use
- 5-Gallon Plastic Bucket to store tools
- 12" crescent wrench for using table fixtures
- Long sleeve shirt made from cotton (this will protect you from UV lighting)
- Pair of lineman-type electrical pliers or heavy-duty wire cutters
- Small inspection flashlight
- Half round file
- Inspection mirror (one-inch diameter, telescoping)

### Safety Equipment Supplied by Student:

The student must provide the following tools and daily personal protective equipment. Instructors will be able to answer questions about where to obtain any welding equipment needed.

- Steel-toed safety boots (these will be required in class and necessary for any employment at all fabrication facilities)
- Long sleeve shirt made from cotton (this will protect you from UV lighting)

## Admission Policies and Requirements for all Students

Our welding instructors will perform skill level assessments prior to enrollment. Once your skill level has been determined by an instructor, the director of admissions will be notified of the appropriate/recommended training level.

Once you begin classes, your graduation date will be determined by objectives completed within the given timeframes.

### Step 1: Complete Application

You will need to completely fill out your application completely. The director will review the application.

### Step 2: Payment

You will need to pay your tuition fee. Once received, you will be set up for orientation with the director.

### Step 3: Orientation

Enrollment packets and financial paperwork should be completed and reviewed by both the director and the student before the first day of class. All students will also sign an acknowledgment of school policies, as listed in this course catalog. Any oversight to these policies, accidental or intentional, on the part of the student may be grounds for removal from the program.

### Step 4: Start Date

It will be imperative that you attend your assigned start date. Start date will be determined at the time of orientation and agreed upon between director and student.

### Method of Instruction

The language of instruction used is English. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential.

Hands-on training offers students the experience and the self-assurance required to expand their understanding of information processing techniques. Siouxland Pipe Welding School uses ideal equipment as instructional devices to boost the learning experience of the students. The work of all students at Siouxland Pipe Welding School is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.

Students will be expected to maintain passing grades while attending school. Grading is as follows:

- 70% Hands-on training
- 10% Classroom participation
- 10% Following safety procedures
- 10% Attendance

### Grading Scale

Letter	Percentile/Detail	Point
A	90-100	4
B	80-89	3
C	70-79	2
D	Fail, <69	1
I	Incomplete	NA
W	Withdraw/Terminated	NA

### Grade Point Average (GPA)

Students grade-point average is determined by dividing the total number of grade points earned by the number of weeks attempted. The total grade points earned for each course equals the number of weekly grade points assigned for the class. Students must maintain a C average, or a 2.0 GPA in all courses taken, for satisfactory standing.

I – Indicates that a portion of required coursework has not been completed and assessed in the given period due to unexpected, but fully justified reasons, and that there is still a possibility of earning a grade. It shall be the responsibility of the student to bring applicable information to the attention of the instructor in writing to determine the remaining course requirements to remove or replace the incomplete. The final grade is assigned when that work has been completed and assessed.

W – Indicates that the student was permitted to drop a course. It carries no suggestion of quality of student performance and is not used in calculating student's GPA.

\*\*\*Credits earned at Siouxland Pipe Welding School may not transfer to accredited schools and may not qualify for employment.

## Attendance Policy

Siouxland Pipe Welding School's attendance policy is designed to ensure that students uphold satisfactory academic development in all the courses required in their program of study. Students will be expected to present for classes on time, attend all classes, stay for the duration of the class and be an active participant in class.

### Attendance Records and Unexcused Absences

Attendance is recorded, and our records are maintained daily to ensure that you meet graduation requirements. Students should only be absent for urgent reasons such as illness or other extenuating circumstances. Students should notify a staff member in advance of any anticipated absences if possible. Arrangements for make-up work must be made with the instructor. Students will be permitted three (3) absences per course.

Siouxland Pipe Welding School will monitor the student's attendance by the following procedure:

1. Attendance will be recorded daily
2. Tardies/leaving early you are considered tardy if you are not in class or your designated area for your scheduled shift. Students who leave before dismissal will be docked for the time not present. Two instances of either occurrence shall equal one unexcused absence.
3. The instructor shall report each absence in the weekly evaluation sheets kept for each student.
4. Three consecutive absences will result in automatic probation or termination (subject to the discretion of the school director).
5. If attendance drops below 90% during any course, the student will be subject to a period of attendance probation. The probation period will last 30 days. During the probation period the student will remain in school and must maintain 90% attendance (9 out of every 10 days elapsed) during the designated probationary period. If the student complies with probationary requirements successfully the student shall return to good standing. If absences continue during the probationary period, the student shall be terminated from the program.

## Anti-Discrimination Policy

Siouxland Pipe Welding School will not deny any admission to the program based on age (see age requirements), race, color, religion, gender or national origin.

## Age Requirements and Previous Training

Applicants must be 18 years or older. A parent or legal guardian will be required to sign a consent form and co-sign the enrollment agreement for all students under the age of 18.

Applicable previous training may be taken into consideration when beginning this program. Students who can progress quickly through the program may be eligible for early, successful completion, given that they are able to perform all requirements of Siouxland Pipe Welding School skills assessments, and complete final coursework.

## Minimum Physical Requirements

Siouxland Pipe Welding School requires all students to certify they are capable of the following physical performance, to ensure that they meet the minimum employment requirements of the welding industry.

By completing all Siouxland Pipe Welding School application forms, you are certifying that you meet the following minimum physical requirements.

- Students must be able to squat, kneel, sit or stand for extended periods without rest
- Students must be able to lift and carry fifty (50) pounds or less
- Students must be capable of reading, hearing and understanding the spoken instructions in English. (Hearing devices may be allowed given they will not affect safety or PPE (personal protective equipment) requirements of Siouxland Pipe Welding School.
- Have the ability to freely perform fine, detailed movement in both arms, during a complete work day.
- Students must have 20/20 vision, naturally or corrected. If asked to do so, you must be able to pass a school-issued eyesight check **at any time throughout the program**. If at any time an instructor suspects the vision of a student is impaired, Siouxland Pipe Welding School reserves the right to require proof of a professional eye examination.
- Students must have reliable transportation to and from class for the duration of this program
- Students must provide a list of any prescription medications that may impair their ability to perform physical tasks, concentrate, may create a safety risk in any aspect, or any medicines that may prevent them from obtaining employment.

## Student Conduct/Standards

Students are expected to act appropriately and professionally at all times. Siouxland Pipe Welding School aims to create a real-life working environment, therefore holds high expectations for student behavior to develop professionalism for entering the workforce upon completion of this program. Potential employers seek individuals who will be valuable additions to their company.

The following behavior is grounds for immediate dismissal from the premises and/or termination from the program:

- Any violation of the safety rules or repeat of minor offenses
- Dishonesty including cheating, plagiarism, giving false information, forgery or using false documents
- Intentional disruption or obstruction of teaching
- Harassment of any kind will not be tolerated. There will be no physical or verbal altercations. If this occurs, students will be suspended until the board members meet and choose actions to be taken.
- Theft of any kind. Any removal of items from school constitutes as theft and actions will be taken accordingly.
- Intentional damage to property or vandalism of any kind.
- Use or possession of any alcohol, any illegal substances, firearms, weapons or any other dangerous chemicals on school grounds.
- Any violation of federal, state or local laws on school grounds.

## Drug and Alcohol-Free Campus

Siouxland Pipe Welding School maintains a drug- and alcohol-free campus. Students and employees must refrain from the use of alcohol and illegal drugs while on campus or at school-sponsored activities. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or drug on premises.

All students and employees shall observe federal, state, and local laws regarding the sale and use of alcohol and drugs. The use by Siouxland Pipe Welding School students and employees of a controlled substance that is not medically authorized, is strictly prohibited.

Students and employees who violate the drug- and alcohol-free campus regulations on campus or within the institution's jurisdiction or at any event controlled by Siouxland Pipe Welding School may be subject to, as applicable, discipline, suspension, expulsion, or termination of employment. In addition, violating this policy (and concurrent law) may subject students and employees to criminal prosecution. Drug paraphernalia, particularly that containing drug residue, may be considered evidence of drug use. Documented violations of illegal possession, consumption, provision, or sale of narcotics or drugs, or possession of paraphernalia, may result in disciplinary sanctions from Siouxland Pipe Welding School and/or referral to law enforcement officials.

## Sexual Misconduct Policy

Siouxland Pipe Welding School is committed to providing and maintaining a positive learning and working environment, free of any form of sexual abuse or assault, for all students, staff, faculty, and other members of the school community.

Individuals who violate this policy will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion as well as having the event reported to the local authorities.

Siouxland Pipe Welding School administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the SPWS community to engage in any form of sexual abuse or assault. It is a violation of this policy for any member of the SPWS community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual abuse or assault pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy. Any member of the SPWS community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

Pursuant to Iowa Code Section 261.9(1)(h), any Siouxland Pipe Welding School employee located in Iowa who in the scope of the person's employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to Whitney Ingram and the employee shall immediately make a report to local law enforcement.

## Military Excusal

Iowa Code Section 261.9(1) (g)

A member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to national guard duty or federal active duty is entitled to any of the following options:

- (a) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
- (b) Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- (c) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

## Student Records

Files will be kept confidential and will be made available as needed. All student records will be kept on file. The student, parent or legal guardian must sign a release of information for any student files to be released to another person or agency. Students may obtain a copy of their academic records at any time with no fee. Student records will be kept in a fire safe filing cabinet.

A student may request a copy of his or her attendance record, grades or course completion certificate by contacting:

Whitney Ingram  
3300 Northbrook Dr.  
Sioux City, IA, 51105  
712-635-4992  
[Whitney.rose.ingram@gmail.com](mailto:Whitney.rose.ingram@gmail.com)

## Grievance Procedure

Fairness is important to Siouxland Pipe Welding School faculty. Siouxland Pipe Welding School aims to ensure that students with a grievance related to their schooling can use a procedure which will help resolve all grievances as quickly and fairly as possible.

\*A grievance is defined as a real or imagined wrong or other cause for complaint or protest due to unfair treatment. Steps to file a grievance are as followed:

1. Student will first try to resolve the issue verbally with the person or persons involved. We hope majority of concerns can be resolved this way.
2. If a student feels the matter has not been resolved through informal discussion, the student will submit a written letter to include the student's name, all parties involved in the complaint, and any appropriate documentation supporting the concern. It will be turned in to the director. Director will review the letter and resolution will be attempted at the lowest level possible. If a solution cannot be reached within a reasonable period, the grievance will be presented to the board members.
3. If a solution cannot be reached within a reasonable period, students have the right to contact the Iowa College Student Aid Commission (Iowa College Aid), 430 E. Grand Ave., 3<sup>rd</sup> floor, Des Moines, IA 50309. Students with a concern or complaint about Siouxland Pipe Welding School may call Iowa College Aid toll-free at (877) 272-4456 or complete an online Student Dispute Resolution Form at <https://www.iowacollegeaid.gov/sdrf-start>.

## Information Updates

It will be student's responsibility to notify school faculty when any information changes (i.e., address change, new phone number/email address) This may be done verbally.

## Shop Safety Rules

Siouxland Pipe Welding School is preparing students for a real work-like environment. Safety is the number one priority while working in the industrial field. The places you will work for have a zero tolerance for safety violations. For that reason, we take safety very seriously and students violating any safety rules will be penalized.

\*Unsafe practices will be logged in the student's files. Repeat offenders of any safety rules will be dismissed from the program.

### General Shop Rules

- No cell phone usage of any kind will be allowed in the shop. You will not be able to use your cell phone on a job site. Special allowances will be issues for emergencies only, but must be approved in advance by the instructor.
- There will be no smoking in the shop. Students may smoke outside of the shop at break times only, and must properly dispose of all butts. Failure to do this will result in Siouxland Pipe Welding School being a smoke-free campus.
- If you use smokeless tobacco, you may not spit on the floor, sinks, fountains, toilets or trash cans. You must spit in a container with a lid, and you must take it with you when you leave.
- Breaks will be taken at break times only. If you need to use the restroom, cool off or get a drink, you must quickly and quietly do so and return to your station.
- You must clean up all messes that you make. If the area you are working in is messy at the beginning of the day, notify the instructor.

PPE (Personal Protective Equipment)-will be worn at all times while in the shop and is also required on any job site.

- Safety glasses shall be worn at all times
- Earplugs (voluntary but encouraged)
- Steel-toe boots are mandatory
- Gloves (except when using specific equipment)
- Clothing-long sleeve cotton shirt, pants to protect you from UV light when welding.

\*\*Students shall be required to abide by Siouxland Pipe Welding School's standards of behavior. The standards, regulations, and shop rules will be posted in the shop area, visible to all students. These standards will be reviewed with each student and will be strictly enforced.

## Financial Aid and Tuition Policy

The educational cost will be primarily the responsibility of students and their families. Siouxland Pipe Welding School may assist in financial advising and applying for aid through financial assistance programs available to the school at the time of application.

### Payment

All tuition and fees are due on or before starting date.

Siouxland Pipe Welding School is not responsible for any equipment left behind when students graduate or terminate.

- Payments may be made with cash, check, credit card, or money order. Make payable to Siouxland Pipe Welding School Inc.
- Payments should be made in person during regular office hours or mailed prior to the start date. Students will be charged a \$25 processing fee on returned checks for non-sufficient funds and will no longer be able to use checks as a form of payment.



## Determination of Absences and Tardies

Absences are determined by failing to attend class. Tardies/leaving early is determined when a student is not present for class after the designated start time or leaves before dismissal from the lead instructor.

Students with excused absences must notify a Siouxland Pipe Welding School staff member as soon as possible the day of the absence. Excused absences are subject to review and shall fall within the overall attendance policy.

Examples of excused absences include:

- Doctors appointment or injury
- Illness of self, child or spouse
- Family emergencies including funerals
- Work (one-day maximum per month)

Examples of unexcused absences include:

- Car trouble
- Oversleeping

## Leave of Absence

Siouxland Pipe Welding School recognizes that there may be times when a student may require a leave due to an extreme circumstance. In these situations, the school director may approve a leave of absence in writing for up to 180 days. Under no circumstances can leave of absence be extended past 180 days. Siouxland Pipe Welding School requires that a student request for a leave if he/she is planning to be absent for more than five (5) consecutive school days.

Reasons for a leave of absence include, but are not limited to:

- Serious student medical problem
- Military duty
- Death of an immediate family member

Time for approved leave of absence may be included in the calculation of a student's maximum program length. If a leave of absence begins before student completes the program of study, grade of "I" will be recorded in the student's record. With notification of the student's plan to return, the student may be scheduled for reinstatement.

## Withdrawal or Termination from Program

Students have the right to withdraw from the program at any time. The student shall be considered to have withdrawn from the program when any of the following occurs:

- The student notifies the school of withdrawal by written statement
- Siouxland Pipe Welding School terminates your enrollment
- You fail to attend any classes for five (5) consecutive scheduled class days, excluding school holidays.

Refer to Refund Policies and Procedures section for more information on the issuance of refunds for student withdrawals.

### **Determination of the Withdrawal Date**

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records. Refer to Refund Policies and Procedures section for more information on the issuance of refunds for student withdrawals.

### **Refund Policies and Procedures**

Siouxland Pipe Welding School will make a pro-rata refund of tuition charges to a student who terminates from any of our postsecondary educational programs in an amount that is not less than ninety (90) percent of the amount of tuition charged to the student for the program multiplied by the ratio of the number of scheduled clock hours remaining in sixty (60) percent of the program to the total number of scheduled clock hours in sixty (60) percent of the program.

If a terminating student has completed sixty (60) percent or more of the program, the student is not entitled to a refund of any tuition charges.

However, if, at any time a student terminates one of our postsecondary educational programs due to the student's physical incapacity or due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student for the program multiplied by the ratio of the remaining number of scheduled clock hours in the program to the total number of scheduled clock hours in the program.

Siouxland Pipe Welding School will determine whether a terminating student is eligible for a refund of tuition charges and, if applicable, adjust the student's account accordingly within 45 days of determining that the student withdrew.

### **Student Services/Resources**

The staff is available to attend to the needs of the student body at Siouxland Pipe Welding School. Such services include providing students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other particular concerns which may arise while attending Siouxland Pipe Welding School.

#### **Special Instructional Assistance**

Students who have occasional difficulty with study are urged to seek assistance from their instructor during class hours. Informal guidance services are available for students depending on their individual needs. Assistance in program selection is available.

Students encountering problems which interfere with their education are encouraged to bring these issues to the attention of their instructor.

Siouxland Pipe Welding School recognizes the existence of external factors, which may interfere with study of the program, such as physical or substance abuse. Siouxland Pipe Welding School will offer referrals to student to services available through local agencies. Students must take the initiative in asking for guidance.

## Referral Services

### Medical Care

Siouxland Pipe Welding School is located near clinics and hospitals and will make any needed referrals. In case of emergencies, 911 will be called.

### Drug, Alcohol and Sexual Abuse Resources

#### IOWA:

Transitional Services of Iowa

1221 Pierce St.

Sioux City, IA 51105

712-255-0204

[www.transitionalservicesofiowa.org](http://www.transitionalservicesofiowa.org)

Siouxland Counseling Services

409 11<sup>th</sup> St.

Sioux City, IA 51105

712-560-7045

Council on Sexual Assault and Domestic Violence(CSADV)

712-258-7233

#### NATIONAL:

Alcoholics Anonymous

<http://www.aa.org/>

National Institute on Alcohol Abuse and Alcoholism

Alcohol & Your Health

<http://www.niaaa.nih.gov/alcohol-health>

Public education materials

<https://niaaa.nih.gov/publications/brochures-and-fact-sheets>

Federal Substance Abuse and Mental Health Services Administration

Behavioral Health Treatment Services Locator

<https://findtreatment.samhsa.gov/locator/home>

Rape, Abuse & Incest National Network (RAINN)

(800) 656 HOPE (4673)

Safety and Prevention

<https://www.rainn.org/safety-prevention>

Center for Changing our Campus Culture

Victim Services/Advocates

<http://changingourcampus.org/category/victim-services/>

### Housing

Siouxland Pipe Welding School does not have on-campus housing. Several apartments, rental homes, RV sites and motel accommodations are available within easy commuting distance. Siouxland Pipe Welding School assumes no responsibility for student housing but can make recommendations.

### Employment Assistance

Siouxland Pipe Welding School can provide training on job search. The instructors maintain contact with many employers, as well as construction projects needing welders. Opportunity for employment is the true reward a student graduate will receive.

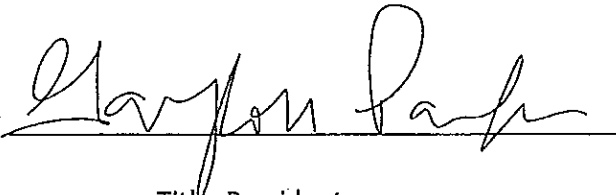
Siouxland Pipe Welding School does not guarantee a job to anyone. Job placement assistance is available.

### CERTIFYING STATEMENT

"I certify that the content and policies contained herein are true and correct."

-Gaylon W. Parker

Signature:



Title: President

Date: 9-15-2017

State of Iowa  
Iowa Workforce Development  
Workforce Services Division  
1000 East Grand Avenue  
Des Moines, IA 50319

ATTACHMENT "E"

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, Department of Labor, Employment and Training Administration, 20 CFR Parts 680-530. Approval as an Eligible WIOA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

**INSTRUCTIONS:** After completing and signing the application form below, training providers should submit it to their closest IowaWORKS Center with attention to the Local Workforce Development Board. Addresses for IowaWORKS Centers can be found at <http://www.iowaworkforcedevelopment.gov/locations>.

**PART I - GENERAL INFORMATION**

Date of Application 10/12/18

Name of Institution Western Iowa Tech Community College

Address 4647 Stone Avenue

Telephone Number 712-274-6400 Fax 712-274-6412

Location of Training Facility Sioux City

Name of Chief Executive Officer Dr. Terry Murrell

Program Contact Information Carmen Monk

Telephone Number 712 274 6400 x1487 Email Address carmen.monk@witcc.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)?  Yes  No

**PART II (a) - PROGRAM INFORMATION**

Please provide a brief description of each program for which you are applying, including:

A. Program Name Medical Transcriptionist

B. A brief program description This program prepares students to produce/proof medical reports and documentation which becomes a part of the medical-legal record.

C. Length of Program 3 semesters Total Credit Hours Required 38

D. What is the method of delivery?

Classroom  Computer-Based CD-Rom  Distance (TV/Satellite/Cable)  Self-Study (Correspondence)

Web-Based (Internet) URL Address \_\_\_\_\_

**PROGRAM COSTS:**

1a. Tuition (per credit hour)	\$178
1b. Tuition (Out-of-State, per credit hour)	\$179
2. Supplies, including tools, uniforms, etc.	\$2403
3. Fees, including laboratory, student rentals, deposits	\$120
4. Miscellaneous charges	
5. Average cost per year for program	\$9287
6. Total cost to complete this program	\$9287

Please use additional pages if necessary.

**PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION**


If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

Post-Secondary Educational Institution registered under HEA  
 Registered under the National Apprenticeship Act (NAA)

**CERTIFICATION**

I, Darin Moeller certify that I am the Exec. Dean of Instruction of the training  
Name Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

  
Signature

10/12/18  
Date

If you are a Training Institution applying for program certification, applications must be forwarded to Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

**FOR LWDB USE ONLY**

Date Received by LWDB _____	Date Approved by LWDB _____
Application Date _____	Date LWDB Submitted to _____
	IWD Region #: _____
Authorized LWDB _____	
Signature _____	

Approved forms must be sent to: ETPL Unit, Iowa Workforce Development, 1000 East Grand Avenue, Des Moines, IA 50319 (ETPL@iwd.iowa.gov)

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: 1966
2. Number of years the institution has been in continuous operation: 52
3. Is the institution accountable to a policy or governmental board?  Yes  No
- If so, what board? Board of Directors WITCC Merged Area 12 Please attach a member list.
4. Does each program lead to a degree or certification? Please Explain: yes

### PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.
2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.
3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your refund policy: see attached

### PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

- \*The number of buildings                      \*Availability of suitable training equipment  
\*Handicap accessibility                      \*Compliance with fire, building and safety codes, including off-campus locations or othersites

### PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

- \*The number of persons employed  
\*Current number of students enrolled  
\*Class size to instructor ratio  
\*School Calendar  
\*Availability of Transcripts

### PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.

A program completer is a person who has:

- a. obtained a certificate, degree or diploma; or  
b. received credit for completing the program; or  
c. received a passing grade in the program; or  
d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer?  (a)  (b)  (c)  (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:

- \*how the information was obtained  
\*what percentage of all student's data was collected  
\*what year is being used

3. Average hourly wages of all students who obtained unsubsidized employment for this program: \$33,000/year

Title II InformationOctober 18, 2018Pamela Woolridge

1. Adult Basic Education currently serving students at the following locations:
  - a. WITCC Main Campus
  - b. Goodwill in Sioux City
  - c. IowaWORKS Greater Siouxland
  - d. West Middle School (includes free childcare)
  - e. Le Mars
  - f. Denison
2. ABE currently has 663 students enrolled in the program (A 64 student increase)
  - a. 372 ELL
  - b. 291 HSED
3. Total attendance 15,265 hours (9 weeks of class)
4. 15 HSED completers up-to-date
  - a. 10 Denison
  - b. 5 Main Campus
5. Increased benchmarks
  - a. Met all 11 state required benchmarks last Program Year (PY 2018)
  - b. Met 65% state required test percentage rate last Program Year (PY 2018)
6. Upcoming Awards Ceremony, October 18 at 7 p.m. (811 Certificates)
7. New Students testing at all locations October 24 and 25
8. Recruitment for ABE classes from the following locations:
  - a. Convoy of Hope at Cook Park
  - b. Le Mars Public Library
  - c. Regional Council of Carpenters
  - d. 206 referrals from IWD
  - e. North High School
  - f. Sioux City Housing Authority
9. ABE Coordinators and 2 full-time staff will attend a National Transition Conference in November focusing on the transition of ABE students to College
10. ABE staff training recently completed by WITCC employees:
  - a. Summer AEL training (11 people)
  - b. Fall Staff Orientation (9 people)
  - c. CASAS Implementation Training (11 people)
  - d. CASAS Proctor Training (15 people)
  - e. CASAS Coordinator Training (13 people)



Kim Reynolds, Governor

Adam Gregg, Lt. Governor

Beth Townsend, Director

May 14, 2018

Dr. Terry Murrell, President  
Administration A511  
Western Iowa Tech Community College  
4647 Stone Avenue  
PO Box 5199  
Sioux City, IA 51102-5199

FINAL MONITORING REPORT SPRING 2018

Dear Dr. Murrell:

I have completed my monitoring of the Workforce Innovation and Opportunity Act programs administered at Western Iowa Tech Community College, Region 12. The report listed no finding(s) that required corrective action and a response from your organization.

Please note that the scope of a financial monitoring review is significantly less than a financial and compliance audit. Therefore, we cannot express an opinion as to whether the financial statements reviewed present fairly the financial position for the period reviewed nor whether all disbursements are made in compliance with the terms of the contract(s) monitored.

If you have any questions regarding the findings you may contact Marta Sobieszkoda at (515) 281-4018.

Sincerely,



Brett Conner, CFO, Financial Management  
Iowa Workforce Development

Cc: Jeff Simonsen, CEO Chair  
Bridget Hoefling RWDB Chair  
Janet Gill, Dean of Enrollment