



**RWDB MEETING
THURSDAY, SEPTEMBER 26, 2019
10 AM – 11:30 AM**

**CENTRO
ONE CENTRO WAY, NORTH LIBERTY, IOWA**

AGENDA

1. CALL TO ORDER
2. INTRODUCTION OF MEMBERS AND GUESTS
3. MOTION TO APPROVE AGENDA
4. MOTION TO APPROVE CONSENT AGENDA (SEE ATTACHMENT A)
 - RWDB MEETING – JUNE 27, 2019
 - CEO/RWDB MEETING – MAY 30, 2019
5. CORRESPONDENCE (SEE ATTACHMENT B)
 - FINAL DETERMINATION LETTER
 - PY18 MONITORING REPORT FOR REGION 10
6. MEMBER ANNOUNCEMENTS
7. MOTION TO APPROVE THE FOLLOWING WIOA ELIGIBLE TRAINING PROVIDERS AND THEIR RESPECTIVE PROGRAMS – CARLA ANDORF (SEE ATTACHMENT C)
 - KIRKWOOD COMMUNITY COLLEGE
 - AUTOMOTIVE TECHNOLOGY AAS DEGREE
 - BUSINESS ADMINISTRATION – ACCOUNTING AAS
 - BUSINESS ADMINISTRATION – ADMINISTRATIVE MANAGEMENT AAS
 - BUSINESS ADMINISTRATION – FINANCIAL SERVICES AAS
 - BUSINESS ADMINISTRATION – MANAGEMENT AAS
 - UNIVERSITY OF IOWA
 - REGENTS ALTERNATIVE PATHWAY TO IOWA LICENSURE (RAPIL)
8. REALIGNMENT UPDATE – CARLA ANDORF
9. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT D)
10. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT E)
11. IowaWORKS FINANCIALS & ENROLLMENT GOALS – RACHEL DAILY (SEE ATTACHMENT F)
12. REGION 10 IowaWORKS REPORT – SCOTT MATHER (SEE ATTACHMENT G)
13. ADULT EDUCATION/LITERACY REPORT – CYD HANSON (SEE ATTACHMENT H)

14. VOCATIONAL-REHABILITATION REPORT – HOLLY MATEER
15. IOWA DEPARTMENT FOR THE BLIND REPORT – KOHELL WEBER-RICKLEFS
16. MOTION TO ADJOURN
17. TOUR OF CENTRO FACILITIES

NEXT MEETING DATE IS: CEO/RWDB, DECEMBER 5, 2019, IowaWORKS

Region 10 Website: <https://www.iowawdb.gov/region-10-meetings>

To join by ZOOM, here are the instructions:

Join from PC, Mac, iOS or Android: <https://kirkwood.zoom.us/j/328014906>

Or join by phone:

+1 646 876 9923 or +1 669 900 6833 (US Toll)

Meeting ID: 328 014 906

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One Centro Way
North Liberty**

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Directions From I-380

Take the CR-F28 exit, EXIT 4, toward North Liberty

Head east onto W Penn St/250th St NW. Continue to follow W Penn St.

Turn left onto Highway 965 NE.

Turn slight right onto N Dubuque St.

Turn left onto One Centro Way

950 One Centro Way - Your destination is just past E Jefferson St

Parking/Entrance

Please park in the south parking lot. Come in the front doors by the flag pole. You will check in at the front desk to receive a Visitor's Badge. You can let the Centro staff know you are there for the RWDB meeting and the contact name at Centro is Rhonda Griffin.

REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

JUNE 27, 2019
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Jasmine Almoayyed (by teleconference), Cyd Hanson, Kristy Lyman (by teleconference), Patty Manuel, Scott Mather, Michelle Mexcur, Mark Schneider

RWDB Board Members Absent: Kim Becicka, Ashley Ferguson, Wayne Frauenholtz, Rhonda Griffin, Chris Hummer, Joe Linn, Patrick Loeffler, Holly Mateer, Steve Olson, Julie Perez, Stefanie Rupert, Kory Schreiner, Steve Shriver, Susie Weinacht

RWDB Ex-Officio Members: Carmen Heck

STAFF: Carla Andorf, Carlos Vega, Kochell Weber-Ricklefs, Rachel Daily, Kate Pine

The meeting was called to order by Chair Patty Manuel at 10:10 am. The RWDB board did not meet quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked if there was any correspondence to share. We received information from the state on the consultants that have been hired, Maher & Maher, to assist with the transition to new local workforce development regions.

Patty Manuel asked if there were any member announcements. Carla Andorf shared that the four core partners met to discuss the two openings on our board. Discussion was held on possible candidates to fill those positions.

Carla Andorf discussed possible field trip locations for our meeting in September. The board would like Carla to pursue either Centro in North Liberty or Frontier Herbs in Norway.

Carla Andorf shared information on the appeals that were made regarding realignment by eight regions to the state workforce board. Since those appeals were denied, they have sent their appeals to the federal Department of Labor. We also received an email from the state that the deadline to make public comments is July 8. We discussed if we should invite our CEO board to attend all of our meetings so they can become more familiar with the realignment process.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. At our next meeting, we will switch to our new plan for FY20 that the core partners recently developed and the board approved. Scott Mather shared information on the Career Pathway Tour process.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. Our funds are now fully spent for this fiscal year.

Rachel Daily reviewed the WIOA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals. We do want to have carryover funds each year and we will meet that goal for this year. Our performance reports will change since we switched to the new IowaWORKS computer system.

Cyd Hanson reviewed the Adult Education/Literacy report. Demographic data for the program was shared.

Kochell Weber-Ricklefs shared that Vocational Rehabilitation's summer programs/pre-employment training programs are occurring. The Department for the Blind is holding statewide focus group meetings this week.

Kate Pine presented information on the new IowaWORKS system and how businesses can use it to get the most benefits.

The meeting adjourned at 11:20 am.

Upcoming Meeting: RWDB; September 26, 2019; Location TBD

CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

MAY 30, 2019
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

CEO Board Members Present: Nick AbouAssaly (by teleconference), Bruce Adams, Gary Bierschenk (by teleconference), Brent Oleson, Joe Oswald (by teleconference), Scott Overland (by teleconference), Pauline Taylor, Travis Weipert, Bob Yoder

RWDB Board Members Present: Jasmine Almoayyed (by teleconference), Wayne Frauenholtz, Cyd Hanson, Chris Hummer, Patrick Loeffler, Kristy Lyman (by teleconference), Scott Mather, Michelle Mexcur, Steve Olson, Julie Perez, Mark Schneider (by teleconference), Steve Shriver

RWDB Board Members Absent: Kim Becicka, Ashley Ferguson, Rhonda Griffin, Joe Linn, Patty Manuel, Holly Mateer, Stefanie Rupert, Kory Schreiner, Susie Weinacht

RWDB Ex-Officio Members: None

STAFF: Carla Andorf, Carlos Vega, Kochell Weber-Ricklefs, Rachel Daily, Kate Pine

GUESTS: Cheri Meyers

The meeting was called to order by Chair Bob Yoder at 10:05 am. The CEO board met quorum. The RWDB board met quorum.

Bob Yoder asked everyone present to introduce themselves.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Patrick Loeffler, Chris Hummer, agenda approved.

Bob Yoder asked for a motion to approve the consent agenda. M/S/C, Steve Olson, Julie Perez, motion approved.

Bob Yoder asked if there was any correspondence to share. There was none.

Bob Yoder asked if there were any member announcements. Scott Mather shared that the IowaWORKS staff is moving to a new software system developed by GeoSolutions that is also called IowaWORKS beginning June 3; all of the core partners will be able to access that system. Bob Yoder shared that road infrastructure issues continue to be problems for counties.

Carla Andorf reviewed the WIOA Training Provider application for the University of Iowa for their Communication Sciences & Disorders – Speech and Hearing Sciences BA program. If approved, this will allow clients to receive WIOA funding for this program. Bob Yoder asked for

a motion to approve the WIOA Training Provider application. M/S/C, Julie Perez, Steve Olson, motion approved.

Rachel Daily shared the proposed FY20 WIOA Budget; the staff salary information was distributed as a handout. We will have two staff layoffs that will occur on June 30. Bob Yoder asked for a motion to approve the FY20 WIOA Budget. M/S/C, Wayne Frauenholtz, Steve Shriver, motion approved.

Carla Andorf discussed the Customer Service Plan extension through June 2020. Bob Yoder asked for a motion to approve the extension. M/S/C, Steve Olson, Steve Shriver, motion approved.

Carla Andorf discussed the updates to the Customer Service Plan that would be effective June 3, 2019 to align with GeoSolutions implementation. Bob Yoder asked for a motion to approve the updates. M/S/C, Julie Perez, Bruce Adams, motion approved.

Carla Andorf discussed the new strategic plan that all the core partners worked on and would like to be added to the Customer Service Plan. There are four areas of engagement; it is very driven by cross-functional teams working together to provide client services. Bob Yoder asked for a motion to approve the new strategic plan and add to the Customer Service Plan. M/S/C, Steve Olson, Julie Perez, motion approved.

Discussion was held on the realignment update and what actions are underway to prepare for realignment. The State Workforce Development Board is meeting today; several regions did appeal the proposed realignment map. Those appeals will be reviewed today and actions, if any, will be decided.

Carlos Vega gave an update on the Cedar Rapids IowaWORKS lease process. We do not have a budget for a third-party consultant so we are asking the state for data on where our customers live. We will have to wait for that data until the statewide software transition is done. The mall has addressed some of our concerns.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. The wrong update was attached to the board agenda; the corrected copy was distributed.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. In GAP, we are close to spending our allotment so we have asked for more money from other regions that did not fully spend their funds.

Rachel Daily reviewed the WIOA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for March and April. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Business Services team. Scott discussed the Re-Connect Workshops that occur each month. A representative from each of the six sector boards share information about their sector and specifically their company to job seekers. We

have had great turnout at these events and the feedback has been very positive. A Second Chance Job Fair was held. Registered apprenticeships continue to be a priority for us and the state. He is working on a pilot with the Department of the Blind on an apprenticeship opportunity for a sight-disabled client.

Cyd Hanson reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. The High School Graduation program will have 175 graduates this year. The national HISET conference will be in Des Moines in July; this will allow more staff to attend.

Kochell Weber-Ricklefs reviewed the Department for the Blind report. The Region 10 Vocational-Rehabilitation department has been recognized for their video resume process by the National Employment Team. She discussed the apprenticeship pilot that she is working with Scott Mather on and hopes it will become a pilot nationally. They have 42 open cases that they are assisting with currently.

Norma Jean Havlik-Smith gave a presentation on the GeoSolutions software that will be deployed on June 3; the software is called IowaWORKS. It is a one-stop shop for clients, employers and staff. It is more electronically focused with less actual paper being used.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Steve Olson, Julie Perez, motion approved.

The meeting adjourned at 12:07 pm.

Upcoming Meeting:

RWDB, June 3, 2019; 10-11:30 am; IowaWORKS

Kim Reynolds, Governor

Adam Gregg, Lt. Governor

Beth Townsend, Director



July 15, 2019

Dr. Lori Sundberg
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52404

CONTRACT # 17-W-10-WI-OA, 17-W-10-WI-OA-F

FINAL DETERMINATION

Dear Dr. Sundberg:

In accordance with the audit resolution procedures established by the Iowa Workforce Development (IWD), this is our Final Determination on the audit of the above contract(s). When an actual audit is received by IWD, at a minimum, the following documents are reviewed:

1. Opinion Letter;
2. Schedule of Federal Awards;
3. Independent Auditor's Report on Compliance and on Internal control over Financial Reporting;
4. Independent Auditor's Report on Compliance with Requirements Applicable to Each major Program and Internal Control over Compliance; and
5. Schedule of Findings and Questioned costs.

In the event that the auditors only submit a notification of Audit in Accordance with 2 CFR Part 200, IWD will only ensure that the letter includes the funding sources granted by IWD to the auditee and that no findings were made in regards to funds disbursed.

Either no findings were made by your audit firm in relation to funds disbursed by IWD or such findings will not result in any additional comment necessary by Kirkwood Community College. The period covered by this audit was from July 1, 2017 thru June 30, 2018.

Please be advised that under WIOA regulations, 2 CFR Part 200, Subpart F, the United States Department of Labor (DOL) reviews an audit resolution report which IWD is required to submit. DOL either accepts or rejects IWD's disposition of the audit. Therefore, the audit cannot be closed until the DOL has reviewed the resolution of the audit.

1000 E Grand Avenue • Des Moines, IA 50319 • www.iowaworkforcedevelopment.gov

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Any questions concerning this letter, contact Marta Sobieszkoda (515) 281-4018.

Sincerely,



Brett Conner, CFO, Financial Management
Iowa Workforce Development

Monitoring Report

Summary

Region	CEO Chair	Local WDB Chair	Title I Director
10	Bob Yoder	Patty Manuel	Carla Andorf
Files Reviewed			
Emily Jones - Adult	Harold Young - Adult	Abla Dogbe Semanou - DW	Jocelyne Jefferson - Youth
Mahmoud Lutfi - Adult	Teresa Butler - DW	Rochelle Sparks - DW	Benjamin Luna - Youth
Date of Monitoring		Findings	Response Due
May 16, 2019		1	June 28, 2019

Strengths

Participant Engagement

The work to keep youth participants engaged, successful, and motivated to achieve goals determined as a part of the IEP/ISS was clearly documented.

Areas of Concern

Guidance and Counseling

Participants Teresa Butler and Abla Dogbe Semanou share the same guidance and counseling case note.

It is recommended that guidance and counseling be individualized to each participant and case notes document the unique needs of participants.

Case Note Documentation

Participant Teresa Butler's first case note, "Progress Report" is dated 12/8/17.

The application was completed on 10/31/17, eligibility was determined on 11/3/17, and she was enrolled on 11/9/17. There is no documentation of any of these in case notes.

It is recommended that documentation be made to illustrate/substantiate the first case note of "Progress Report."

Credential Attainment Documentation

Participant Teresa Butler's Exit Snapshot indicates she obtained an occupational skills certificate, however the date attained is not documented.

It is recommended that credential attainment be accurately documented in the data management system in order to count toward a positive outcome.

Monitoring Report

Finding #1

Finding

The amount of support service payments were not documented.

Legal Reference

Policy 30.12 Support Services

The need for and the amount of support service payments must be documented in the data management system and hard copy justification of support placed in the participants file.

Participant Name	Last 4 SSN	Program
Abla Dogbe Semanou	7466	Dislocated Worker
Rochelle Sparks	1241	Dislocated Worker

Corrective Action

Abla Dogbe Semanou: Document in case notes the total amount paid in transportation while receiving this support service.

Rochelle Sparks: No corrective action as this participant has exited from the program.

Region Response**Corrective Action Plan**

To include date completed/implemented

Emanou: This has been updated.

We believe we have met the requirements of “support service payments must be documented in the data management system” by updating the IEP with TRN or other support service activities. Region 10 places “hard copy justification of support placed in the participants file” through use of our obligation/support service form and via timesheets submitted by the student. In the past these were hard paper copies put into the file. In the future they will be scanned and uploaded into the system.

In addition we document barriers in the OBA and other sections that outline transportation and other support needs.

The Region 10 team would like more clarification on what is expected by the state team when reviewing support services. We believe we have met the requirements needed and that this should not be a finding, but if we are expected to do more documentation than we have been please let us know.

IWD Acknowledgment**Resolution**

To include acceptance of or follow-up to corrective action

Because hard copy documentation was provided and the payment fell within the limits established by the Local Workforce Development Board, no other action is required at this time. The Iowa Workforce Development Workforce Services Division accepts this corrective action and determines no other action is required. This finding is resolved.

The expectation from policy is that the payment amounts be documented in the data management system. Case notes clearly documented the need for the support service and the expected amounts to be paid; however, the payment amounts were not documented. Moving forward, the amount paid must be documented in the data management system.

The support service payment case note template in the new IowaWORKS data management system, along with the ability to upload electronic documentation, will assist with the documentation of payments.

Eligible Training Provider List - Provider & Program Application



This is an application for initial eligibility approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Approval as a WIOA Eligible Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

In accordance with 20 C.F.R. § 680.450, all providers and programs that have not previously been eligible to provide training services under WIOA sec. 122 or WIA sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. If approved, the initial eligibility period is one (1) year for a particular program. To remain on the ETPL, 20 C.F.R. § 680.460 requires continued eligibility to be determined for each provider and program at the end of the initial eligibility period and then every two (2) years thereafter. Continued eligibility will be determined using the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV), other matters required by WIOA sec. 122(b)(2), and other appropriate measures of performance as determined by the Governor for WIOA-funded program participants, taking into consideration the characteristics of the population served and relevant economic conditions. Please note – the provisions in WIOA secs. 116 and 122 and 20 C.F.R. § 677.230 and § 680.400 - § 680.530 that require the collection and reporting of performance related data on all participants in training programs on the State's ETPL have been waived through June 30, 2020; however, during this waiver period, the U.S. Department of Labor has mandated that the State must continue to collect and report performance related data for all WIOA-funded participants in accordance with all statutory and regulatory requirements, including WIOA secs. 116 and 122, and as specified at 20 C.F.R. § 677.230 and § 680.460.

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>. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the IowaWORKS data management system at <http://www.iowaworks.gov> in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

Federal Employer ID	
Federal Employer ID No:	42-0924685
Institution Identification	
Institution Name:	Kirkwood Community College
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organization (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Institution Primary Location	

Eligible Training Provider List - Provider & Program Application



Address 1:	6301 Kirkwood Blvd. SW
Address 2:	
City:	Cedar Rapids
State:	IA
Zip:	52404
Contact Information	
Title:	Department Coordinator
First Name:	Victoria
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	Dabler
Contact Phone Number:	319-398-5460
Cell Phone:	
Contact Fax Phone Number:	319-398-5590
Email Address:	victoria.dabler@kirkwood.edu
Institution URL:	www.kirkwood.edu
Provider Information	
Local Workforce Development Area:	Region 10
Type of Business:	<input type="checkbox"/> College/University <input checked="" type="checkbox"/> Post-Secondary Educational Institution - Public <input type="checkbox"/> Post-Secondary Educational Institution - Private <input type="checkbox"/> Local Public School - 12th Grade and Under <input type="checkbox"/> Local Private School - 12th Grade and Under <input type="checkbox"/> Local Charter School - 12th Grade and Under <input type="checkbox"/> Alternative Secondary Education School - 12th Grade... <input type="checkbox"/> Health Care <input type="checkbox"/> Community Based Organization - Church <input type="checkbox"/> Community Based Organization - Non-Profit <input type="checkbox"/> Federal Government Agency <input type="checkbox"/> State Government Agency <input type="checkbox"/> Local Government Agency <input type="checkbox"/> Private Employer <input type="checkbox"/> Services/Goods Vendor Not Otherwise Classified <input type="checkbox"/> Trade Association <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> One-Stop Office

Eligible Training Provider List - Provider & Program Application



This provider is an accredited postsecondary education institution:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Billing Address Information	
Billing Address 1:	10301 Kirkwood Blvd SW
Billing Address 2:	
Billing City:	Cedar Rapids
Billing State:	Iowa
Billing Zip:	52404
Attention:	Cashier
Mailing Address Information	
Mailing Address 1:	10301 Kirkwood Blvd SW
Mailing Address 2:	
Mailing City:	Cedar Rapids
Mailing State:	IOWA
Mailing Zip:	52404
Mailing Attention:	
CRS Provider Information	
WIOA Provider	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organizations (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Type of Entity:	<input checked="" type="checkbox"/> Higher Ed: Associate's Degree <input type="checkbox"/> Higher Ed: Baccalaureate or Higher <input type="checkbox"/> Higher Ed: Certificate of Completion <input type="checkbox"/> National Apprenticeship

Eligible Training Provider List - Provider & Program Application



	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other
Years in Business:	53
Disabled Access:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ADA Compliant:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Description:	Public Community College
Main Telephone Number:	319-398- 6700 4983
TTD/TTY Telephone Number:	
Financial Aid Telephone Number:	319-398-7600
Main Email Address:	indtech@Kirkwood.edu
Is this a Community College?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Accreditation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Assessment Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Counseling Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Placement Assistance Available	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Tutorial Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ESL Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GED Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Additional Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible Training Provider List - Provider & Program Application



On-site Child Care Available	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Aid Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Provider or Youth Workforce Investment Activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pell Grant Eligible:	<input checked="" type="checkbox"/> Yes, Pell Grant Eligible <input type="checkbox"/> No, not Pell Grant Eligible <input type="checkbox"/> Pell Grant Not Applicable
Registered Apprenticeship Provider:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Approved Apprenticeship:	<input type="checkbox"/> Yes, Approved Apprenticeship <input checked="" type="checkbox"/> No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	<input type="checkbox"/> Submit for ETPL Approval and accept participants <input type="checkbox"/> Accept participants without submitting for ETPL Approval <input type="checkbox"/> Display to the public only
*CIP Code:	47.06040200
*Education Program Name:	Automobile/Automotive Mechanics
Education Program Description:	2 year AAS in Automotive Technologies
*This program of study leads to:	<input checked="" type="checkbox"/> An industry-recognized certificate or certification <input type="checkbox"/> A certificate of completion of an apprenticeship <input type="checkbox"/> A license recognized by the State involved or the Federal government <input checked="" type="checkbox"/> An associate degree <input type="checkbox"/> A baccalaureate degree <input type="checkbox"/> A community college certificate of completion <input type="checkbox"/> A secondary school diploma or its equivalent <input type="checkbox"/> Employment <input type="checkbox"/> A measurable skills gain leading to a credential <input type="checkbox"/> A measurable skills gain leading to employment

Eligible Training Provider List - Provider & Program Application



This program leads to a credential or degree	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of associated credential:	Automotive Technologies AAS
*Completion level:	<input type="checkbox"/> Apprenticeship completers <input checked="" type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Certificates < 2 yrs. <input type="checkbox"/> Doctor's Degrees <input type="checkbox"/> Employment & training program completers <input type="checkbox"/> First-professional Cert. (Post-Degree) <input type="checkbox"/> First-professional Degrees <input type="checkbox"/> Graduate degrees combined <input type="checkbox"/> Information Technology Certificates <input type="checkbox"/> Job Corps Completers <input type="checkbox"/> Master's Degree <input type="checkbox"/> Military separatees <input type="checkbox"/> OJT=on-the-job training <input type="checkbox"/> Post-Master's Certificates <input type="checkbox"/> Postbaccalaureate Certificates <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; < 1 yr. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; <4 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 1-2 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 2-4 yrs. <input type="checkbox"/> Secondary <input type="checkbox"/> State-defined Completion Types <input type="checkbox"/> Sum of all types <input type="checkbox"/> Vocational Rehabilitation
*Attain Credential:	<input type="checkbox"/> High School Diploma or GED or High School Equivalency Diploma <input checked="" type="checkbox"/> AA/AS Degree <input type="checkbox"/> BA/BS Degree <input type="checkbox"/> Occupational Skills License <input type="checkbox"/> Occupational Skills certificate or credential <input type="checkbox"/> Other <input type="checkbox"/> No credential received, individual received training <input type="checkbox"/> N/A, individual did not receive training <input type="checkbox"/> Post Graduate Degree
Other, Specify:	
Certification/License Title:	
Certification/License Type:	<input type="checkbox"/> National Certification or License <input type="checkbox"/> State Certification or License <input type="checkbox"/> Regional Certification or License <input type="checkbox"/> Certification or License Does Not Apply
Green Job Training:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Is this education program in a partnership with	<input type="checkbox"/> Yes

Eligible Training Provider List - Provider & Program Application



a business?	<input checked="" type="checkbox"/> No
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	
Apprenticeship	
*This program is an Apprenticeship:	<input type="checkbox"/> Yes (proceed to next question) <input checked="" type="checkbox"/> No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input checked="" type="checkbox"/> No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	<input checked="" type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Instruction Length in Weeks:	104 (2 year AAS)
Technical instruction is provided by another provider:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input checked="" type="checkbox"/> No (skip to next section, Additional Details)
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	<input checked="" type="checkbox"/> Pell Grant <input checked="" type="checkbox"/> Federal Loan <input checked="" type="checkbox"/> Institutional Scholarship <input checked="" type="checkbox"/> Other
*URL of Training Program:	www.kirkwood.edu/industrialtech

Eligible Training Provider List - Provider & Program Application



<p>*Program Prerequisites:</p>	<p> <input type="checkbox"/> High School Diploma or Equivalent <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Course(s) <input type="checkbox"/> Combination of Education and Course(s) <input checked="" type="checkbox"/> None </p>
<p>*Date Edu. Program First Offered:</p>	<p>approx 1969</p>
<p>*Please provide a reasonable explanation regarding why this is a new program:</p>	<p>N/A</p>
<p>Minimum Class Size</p>	<p>10</p>
<p>Maximum Class Size</p>	<p>18</p>
<p>Number of Instructors</p>	<p>3</p>
<p>Describe the qualifications of all instructors in 800 characters or less:</p>	<p>Minimum qualifications: 5 years of industry experience, 2-year degree or industry recognized applicable credential</p>
<p>Describe the minimum entry level requirements or prerequisites in 800 characters or less:</p>	<p>Recommended placement scores ACT: English 14 Reading 16 Math 14</p>
<p>Drug/Alcohol Screening Required:</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
<p>Accessibility:</p>	<p> <input checked="" type="checkbox"/> On-Site Parking <input checked="" type="checkbox"/> Public Transportation <input checked="" type="checkbox"/> Disabled Student Access <input checked="" type="checkbox"/> Sign Language <input type="checkbox"/> Other Languages <input type="checkbox"/> Other </p>
<p>Describe any equipment used in this program and its adequacy and availability in 800 characters or less:</p>	<p>comprehensive tool package Full automotive lab including vehicles</p>
<p>*Grievance Procedure:</p>	<p>www.kirkwood.edu/financialaid</p>

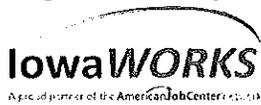
↳ click on policies

Eligible Training Provider List - Provider & Program Application



*Grievance Procedure URL:	www.kirkwood.edu/financialaid → policy
*Refund Policy:	For standard 82 day Semester Students may drop after the 1st week to receive a full refund
*Refund Policy URL:	www.kirkwood.edu/financialaid → policy
Internship Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*This education or training program is a Quality Pre-Apprenticeship:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Related Selected Occupations	
CIP Code 1	49-3023.00
Occupation Title 1	Automotive Service Technician
CIP Code 2	49.3023.01
Occupation Title 2	Automotive Master Mechanic
CIP Code 3	49-3027.01
Occupation Title 3	Automotive Specialty Technician
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	In Iowa, the average growth rate is 8% which is 2% higher than the national growth rate.
Selected Occupational Skills	
List any occupational skills:	

Eligible Training Provider List - Provider & Program Application



Completion Expectations	
Continuing Education Units (CEU):	N/A
CEU Granting Institution:	N/A
*Credit Earned Program:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Number of Credits:	72
Credit Earned Duration:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Program Goal	<input type="checkbox"/> Skill Attainment <input type="checkbox"/> Certificate <input type="checkbox"/> Registration <input type="checkbox"/> License <input checked="" type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Other
Credentialing Body:	<input type="checkbox"/> Iowa Board of Educational Examiners <input type="checkbox"/> Iowa Bureau of Professional Licensure <input type="checkbox"/> Iowa Board of Nursing <input type="checkbox"/> Iowa Board of Behavioral Science <input type="checkbox"/> Iowa Board of Certification <input type="checkbox"/> Iowa Board of Veterinary Medicine <input type="checkbox"/> Nation Environmental Health Association
*Projected Hourly Wage After Program Completion:	Entry: \$11.34 Advanced: \$32.19
Scheduling	
Class Time (hours):	560 (lecture) hours
Lab Time (hours):	1184 (lab) hours
Other Time (hours):	N/A
Class Frequency:	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semester <input type="checkbox"/> Tri-semester <input type="checkbox"/> Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1744 hours

Eligible Training Provider List - Provider & Program Application



*Reporting Program Length - Full-time Weeks:	104 (2-year AAS)
*Reporting Program Format:	<input checked="" type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Duration	
Duration:	5 semesters
Duration Type:	<input checked="" type="checkbox"/> Semesters/Terms <input type="checkbox"/> Weeks <input type="checkbox"/> Hours <input type="checkbox"/> Months
Schedule Intensity:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Weekly Schedule:	
Classes Offered:	<input checked="" type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Weekend <input type="checkbox"/> Summer
External Approvals	
Is this program listed on another state's ETPL?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not sure
Cost Details	
*Tuition/Fee:	\$12,672
*Books:	\$1531
*Tools:	\$6049
*Other Costs (describe in Comments below):	lab fees, third party credentials
*Total Training Costs:	\$22,308
Comments:	
Edu. Program Application Confirmation	
<p>*Providers requesting approval or re-approval of a training program must agree to the statement below.</p> <p>The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The</p>	

Eligible Training Provider List - Provider & Program Application

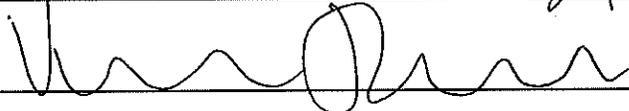


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programs offered are available to the general public on a tuition basis.

Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual.

Name (Print): Victoria Dabler Title: Department Coordinator

Applicant Signature:  Date: 8/28/19

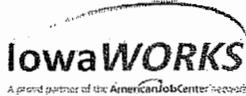
Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY

Date Received by LWDB	
Date Approved by LWDB	
IWD LWDB Region #	
Authorized LWDB Name (Print):	
Authorized LWDB Signature:	

LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov

Eligible Training Provider List - Provider & Program Application



This is an application for initial eligibility approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Approval as a WIOA Eligible Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

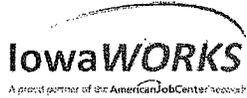
In accordance with 20 C.F.R. § 680.450, all providers and programs that have not previously been eligible to provide training services under WIOA sec. 122 or WIA sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. If approved, the initial eligibility period is one (1) year for a particular program. To remain on the ETPL, 20 C.F.R. § 680.460 requires continued eligibility to be determined for each provider and program at the end of the initial eligibility period and then every two (2) years thereafter. Continued eligibility will be determined using the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV), other matters required by WIOA sec. 122(b)(2), and other appropriate measures of performance as determined by the Governor for WIOA-funded program participants, taking into consideration the characteristics of the population served and relevant economic conditions. Please note – the provisions in WIOA secs. 116 and 122 and 20 C.F.R. § 677.230 and § 680.400 - § 680.530 that require the collection and reporting of performance related data on all participants in training programs on the State's ETPL have been waived through June 30, 2020; however, during this waiver period, the U.S. Department of Labor has mandated that the State must continue to collect and report performance related data for all WIOA-funded participants in accordance with all statutory and regulatory requirements, including WIOA secs. 116 and 122, and as specified at 20 C.F.R. § 677.230 and § 680.460.

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>. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the IowaWORKS data management system at <http://www.iowaworks.gov> in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

Federal Employer ID	
Federal Employer ID No:	42-0924685
Institution Identification	
Institution Name:	Kirkwood Community College
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organization (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution. <input type="checkbox"/> Unknown
Institution Primary Location	

Eligible Training Provider List - Provider & Program Application



Address 1:	6301 Kirkwood Blvd SW
Address 2:	
City:	Cedar Rapids
State:	Iowa
Zip:	52404
Contact Information	
Title:	Dean of Business and Information Technology
First Name:	Colette
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	Atkins
Contact Phone Number:	319.398.5416
Cell Phone:	
Contact Fax Phone Number:	319.398.5482
Email Address:	Colette.Atkins@Kirkwood.edu
Institution URL:	www.kirkwood.edu
Provider Information	
Local Workforce Development Area:	Region 10
Type of Business:	<input type="checkbox"/> College/University <input checked="" type="checkbox"/> Post-Secondary Educational Institution - Public <input type="checkbox"/> Post-Secondary Educational Institution - Private <input type="checkbox"/> Local Public School - 12th Grade and Under <input type="checkbox"/> Local Private School - 12th Grade and Under <input type="checkbox"/> Local Charter School - 12th Grade and Under <input type="checkbox"/> Alternative Secondary Education School - 12th Grade... <input type="checkbox"/> Health Care <input type="checkbox"/> Community Based Organization - Church <input type="checkbox"/> Community Based Organization - Non-Profit <input type="checkbox"/> Federal Government Agency <input type="checkbox"/> State Government Agency <input type="checkbox"/> Local Government Agency <input type="checkbox"/> Private Employer <input type="checkbox"/> Services/Goods Vendor Not Otherwise Classified <input type="checkbox"/> Trade Association <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> One-Stop Office

Eligible Training Provider List - Provider & Program Application



This provider is an accredited postsecondary education institution:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Billing Address Information	
Billing Address 1:	6301 Kirkwood Blvd SW
Billing Address 2:	
Billing City:	Cedar Rapids
Billing State:	IA
Billing Zip:	52404
Attention:	
Mailing Address Information	
Mailing Address 1:	6301 Kirkwood Blvd SW
Mailing Address 2:	
Mailing City:	Cedar Rapids
Mailing State:	IA
Mailing Zip:	52404
Mailing Attention:	
CRS Provider Information	
WIOA Provider	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organizations (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Type of Entity:	<input checked="" type="checkbox"/> Higher Ed: Associate's Degree <input type="checkbox"/> Higher Ed: Baccalaureate or Higher <input type="checkbox"/> Higher Ed: Certificate of Completion <input type="checkbox"/> National Apprenticeship

Eligible Training Provider List - Provider & Program Application



	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other
Years in Business:	51
Disabled Access:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ADA Compliant:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Description:	Community College that provides students the opportunity to obtain an Associates and AA/AS Degrees. Additionally some programs may also provide diplomas, certificates and work toward industry recognized credentials.
Main Telephone Number:	319-398-5411
TTD/TTY Telephone Number:	319-398-7600
Financial Aid Telephone Number:	319-398-7600
Main Email Address:	enrserv@kirkwood.edu
Is this a Community College?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Accreditation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Assessment Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Counseling Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Placement Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tutorial Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ESL Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GED Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Additional Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible Training Provider List - Provider & Program Application

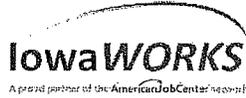


On-site Child Care Available	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Aid Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Provider or Youth Workforce Investment Activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pell Grant Eligible:	<input checked="" type="checkbox"/> Yes, Pell Grant Eligible <input type="checkbox"/> No, not Pell Grant Eligible <input type="checkbox"/> Pell Grant Not Applicable
Registered Apprenticeship Provider:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Approved Apprenticeship:	<input checked="" type="checkbox"/> Yes, Approved Apprenticeship <input type="checkbox"/> No, not Approved Apprenticeship

Program Information

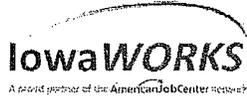
General Information	
Purpose for adding program:	<input checked="" type="checkbox"/> Submit for ETPL Approval and accept participants <input type="checkbox"/> Accept participants without submitting for ETPL Approval <input type="checkbox"/> Display to the public only
*CIP Code:	43-3031.00
*Education Program Name:	Business Administration - Accounting Associates of Applied Sciences
Education Program Description:	Program provides students with the background needed to enter entry level positions in general accounting, cost accounting, tax, credit or other areas of financial accounting/reporting.
*This program of study leads to:	<input type="checkbox"/> An industry-recognized certificate or certification <input type="checkbox"/> A certificate of completion of an apprenticeship <input type="checkbox"/> A license recognized by the State involved or the Federal government <input checked="" type="checkbox"/> An associate degree <input type="checkbox"/> A baccalaureate degree <input type="checkbox"/> A community college certificate of completion <input type="checkbox"/> A secondary school diploma or its equivalent <input type="checkbox"/> Employment <input type="checkbox"/> A measurable skills gain leading to a credential <input type="checkbox"/> A measurable skills gain leading to employment

Eligible Training Provider List - Provider & Program Application



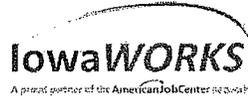
<p>This program leads to a credential or degree</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Name of associated credential:</p>	<p>Business Administration - Accounting Associates of Applied Sciences</p>
<p>*Completion level:</p>	<p><input type="checkbox"/> Apprenticeship completers <input checked="" type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Certificates < 2 yrs. <input type="checkbox"/> Doctor's Degrees <input type="checkbox"/> Employment & training program completers <input type="checkbox"/> First-professional Cert. (Post-Degree) <input type="checkbox"/> First-professional Degrees <input type="checkbox"/> Graduate degrees combined <input type="checkbox"/> Information Technology Certificates <input type="checkbox"/> Job Corps Completers <input type="checkbox"/> Master's Degree <input type="checkbox"/> Military separatees <input type="checkbox"/> OJT=on-the-job training <input type="checkbox"/> Post-Master's Certificates <input type="checkbox"/> Postbaccalaureate Certificates <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; < 1 yr. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; <4 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 1-2 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 2-4 yrs. <input type="checkbox"/> Secondary <input type="checkbox"/> State-defined Completion Types <input type="checkbox"/> Sum of all types <input type="checkbox"/> Vocational Rehabilitation</p>
<p>*Attain Credential:</p>	<p><input type="checkbox"/> High School Diploma or GED or High School Equivalency Diploma <input checked="" type="checkbox"/> AA/AS Degree <input type="checkbox"/> BA/BS Degree <input type="checkbox"/> Occupational Skills License <input type="checkbox"/> Occupational Skills certificate or credential <input type="checkbox"/> Other <input type="checkbox"/> No credential received, individual received training <input type="checkbox"/> N/A, individual did not receive training <input type="checkbox"/> Post Graduate Degree</p>
<p>Other, Specify:</p>	
<p>Certification/License Title:</p>	
<p>Certification/License Type:</p>	<p><input type="checkbox"/> National Certification or License <input checked="" type="checkbox"/> State Certification or License <input type="checkbox"/> Regional Certification or License <input type="checkbox"/> Certification or License Does Not Apply</p>
<p>Green Job Training:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>*Is this education program in a partnership with</p>	<p><input type="checkbox"/> Yes</p>

Eligible Training Provider List - Provider & Program Application



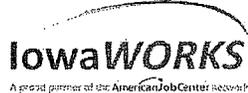
a business?	<input checked="" type="checkbox"/> No
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	
Apprenticeship	
*This program is an Apprenticeship:	<input type="checkbox"/> Yes (proceed to next question) <input checked="" type="checkbox"/> No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	<input type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	<input checked="" type="checkbox"/> Pell Grant <input checked="" type="checkbox"/> Federal Loan <input checked="" type="checkbox"/> Institutional Scholarship <input checked="" type="checkbox"/> Other
*URL of Training Program:	www.kirkwood.edu/accounting

Eligible Training Provider List - Provider & Program Application



<p>*Program Prerequisites:</p>	<p> <input type="checkbox"/> High School Diploma or Equivalent <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Course(s) <input checked="" type="checkbox"/> Combination of Education and Course(s) <input type="checkbox"/> None </p>
<p>*Date Edu. Program First Offered:</p>	<p>Program since 1969, current title since 2014</p>
<p>*Please provide a reasonable explanation regarding why this is a new program:</p>	<p>This is not a new program.</p>
<p>Minimum Class Size</p>	<p>10 - 12</p>
<p>Maximum Class Size</p>	<p>24 - 250 Depending on class taken</p>
<p>Number of Instructors</p>	<p>6 - 8</p>
<p>Describe the qualifications of all instructors in 800 characters or less:</p>	<p>Instructors most commonly hold a Bachelor's Degree or higher in a related industry.</p>
<p>Describe the minimum entry level requirements or prerequisites in 800 characters or less:</p>	<p>Students are asked to demonstrate a certain skill level in math, reading and writing,</p>
<p>Drug/Alcohol Screening Required:</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
<p>Accessibility:</p>	<p> <input checked="" type="checkbox"/> On-Site Parking <input checked="" type="checkbox"/> Public Transportation <input checked="" type="checkbox"/> Disabled Student Access <input type="checkbox"/> Sign Language <input type="checkbox"/> Other Languages <input type="checkbox"/> Other </p>
<p>Describe any equipment used in this program and its adequacy and availability in 800 characters or less:</p>	<p>Normal office equipment including computer, copiers, telephones and other technologies in an office setting.</p>
<p>*Grievance Procedure:</p>	<p>1. Discuss the complaint directly with the staff member or faculty involved.</p>

Eligible Training Provider List - Provider & Program Application



	<p>2. Discuss complaint with the Director or Dean with supervisory responsibility over the area where the issue occurred.</p> <p>(Full policy located at link below)</p>
*Grievance Procedure URL:	http://www.kirkwood.edu/catalog/current/student-complaint-policy.htm
*Refund Policy:	<p>Prior to and through the first week of a 16-week term, you may change your registration by adding or dropping classes that run the full term with the required signatures of faculty and dean, where necessary.</p> <p>Additional terms and conditions can be found at link below.</p>
*Refund Policy URL:	www.Kirkwood.edu/syllabi-refundschedule
Internship Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*This education or training program is a Quality Pre-Apprenticeship:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Related Selected Occupations	
CIP Code 1	43-3031.00
Occupation Title 1	Bookkeeping, Accounting, and Auditing Clerks
CIP Code 2	43-3051.00
Occupation Title 2	Payroll and Timekeeping Clerks
CIP Code 3	43-4161.00
Occupation Title 3	Human Resources and Payroll
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	
Selected Occupational Skills	
List any occupational skills:	<p>Entry level skills in general accounting, cost accounting, tax, credit or other areas of financial accounting/reporting.</p> <p>Knowledge in computer applications including: excel and word processing,</p> <p>Soft skills development: teamwork, project development, problem solving.</p>

Eligible Training Provider List - Provider & Program Application



Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
*Credit Earned Program:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Number of Credits:	65
Credit Earned Duration:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Program Goal	<input type="checkbox"/> Skill Attainment <input type="checkbox"/> Certificate <input type="checkbox"/> Registration <input type="checkbox"/> License <input checked="" type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Other
Credentialing Body:	<input checked="" type="checkbox"/> Iowa Board of Educational Examiners <input type="checkbox"/> Iowa Bureau of Professional Licensure <input type="checkbox"/> Iowa Board of Nursing <input type="checkbox"/> Iowa Board of Behavioral Science <input type="checkbox"/> Iowa Board of Certification <input type="checkbox"/> Iowa Board of Veterinary Medicine <input type="checkbox"/> Nation Environmental Health Association
*Projected Hourly Wage After Program Completion:	\$16.89
Scheduling	
Class Time (hours):	1040
Lab Time (hours):	0
Other Time (hours):	0
Class Frequency:	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semester <input type="checkbox"/> Tri-semester <input type="checkbox"/> Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1040

Eligible Training Provider List - Provider & Program Application



*Reporting Program Length - Full-time Weeks:	68
*Reporting Program Format:	<input checked="" type="checkbox"/> In-person <input checked="" type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Duration	
Duration:	5
Duration Type:	<input checked="" type="checkbox"/> Semesters/Terms <input type="checkbox"/> Weeks <input type="checkbox"/> Hours <input type="checkbox"/> Months
Schedule Intensity:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	<input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Night <input checked="" type="checkbox"/> Weekend <input checked="" type="checkbox"/> Summer
External Approvals	
Is this program listed on another state's ETPL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cost Details	
*Tuition/Fee:	\$10,985.00
*Books:	\$3,966.14
*Tools:	\$0.00
*Other Costs (describe in Comments below):	\$369.00
*Total Training Costs:	\$15,320.14
Comments:	Other Cost: Technology Fee \$250, Business Etiquette Lunch Fee \$24.00, Business competition Fee \$95.00
Edu. Program Application Confirmation	
*Providers requesting approval or re-approval of a training program must agree to the statement below.	
The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The	

Eligible Training Provider List - Provider & Program Application



programs offered are available to the general public on a tuition basis.

Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual.

Name (Print): Colette Atkins Title: Dean of Business and IT Programs

Applicant Signature: *Colette Atkins* Date: 9-9-19

Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY

Date Received by LWDB	
Date Approved by LWDB	
IWD LWDB Region #	
Authorized LWDB Name (Print):	
Authorized LWDB Signature:	

LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov

Eligible Training Provider List - Provider & Program Application



This is an application for initial eligibility approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Approval as a WIOA Eligible Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

In accordance with 20 C.F.R. § 680.450, all providers and programs that have not previously been eligible to provide training services under WIOA sec. 122 or WIA sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. If approved, the initial eligibility period is one (1) year for a particular program. To remain on the ETPL, 20 C.F.R. § 680.460 requires continued eligibility to be determined for each provider and program at the end of the initial eligibility period and then every two (2) years thereafter. Continued eligibility will be determined using the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV), other matters required by WIOA sec. 122(b)(2), and other appropriate measures of performance as determined by the Governor for WIOA-funded program participants, taking into consideration the characteristics of the population served and relevant economic conditions. Please note – the provisions in WIOA secs. 116 and 122 and 20 C.F.R. § 677.230 and § 680.400 - § 680.530 that require the collection and reporting of performance related data on all participants in training programs on the State's ETPL have been waived through June 30, 2020; however, during this waiver period, the U.S. Department of Labor has mandated that the State must continue to collect and report performance related data for all WIOA-funded participants in accordance with all statutory and regulatory requirements, including WIOA secs. 116 and 122, and as specified at 20 C.F.R. § 677.230 and § 680.460.

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>. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the IowaWORKS data management system at <http://www.iowaworks.gov> in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

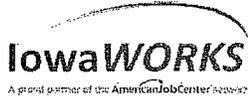
Federal Employer ID	
Federal Employer ID No:	42-0924685
Institution Identification	
Institution Name:	Kirkwood Community College
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organization (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Institution Primary Location	

Eligible Training Provider List - Provider & Program Application



Address 1:	6301 Kirkwood Blvd SW
Address 2:	
City:	Cedar Rapids
State:	Iowa
Zip:	52404
Contact Information	
Title:	Dean of Business and Information Technology
First Name:	Colette
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	Atkins
Contact Phone Number:	319.398.5416
Cell Phone:	
Contact Fax Phone Number:	319.398.5482
Email Address:	Colette.Atkins@Kirkwood.edu
Institution URL:	www.kirkwood.edu
Provider Information	
Local Workforce Development Area:	Region 10
Type of Business:	<input type="checkbox"/> College/University <input checked="" type="checkbox"/> Post-Secondary Educational Institution - Public <input type="checkbox"/> Post-Secondary Educational Institution - Private <input type="checkbox"/> Local Public School - 12th Grade and Under <input type="checkbox"/> Local Private School - 12th Grade and Under <input type="checkbox"/> Local Charter School - 12th Grade and Under <input type="checkbox"/> Alternative Secondary Education School - 12th Grade... <input type="checkbox"/> Health Care <input type="checkbox"/> Community Based Organization - Church <input type="checkbox"/> Community Based Organization - Non-Profit <input type="checkbox"/> Federal Government Agency <input type="checkbox"/> State Government Agency <input type="checkbox"/> Local Government Agency <input type="checkbox"/> Private Employer <input type="checkbox"/> Services/Goods Vendor Not Otherwise Classified <input type="checkbox"/> Trade Association <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> One-Stop Office

Eligible Training Provider List - Provider & Program Application



This provider is an accredited postsecondary education institution:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Billing Address Information	
Billing Address 1:	6301 Kirkwood Blvd SW
Billing Address 2:	
Billing City:	Cedar Rapids
Billing State:	IA
Billing Zip:	52404
Attention:	
Mailing Address Information	
Mailing Address 1:	6301 Kirkwood Blvd SW
Mailing Address 2:	
Mailing City:	Cedar Rapids
Mailing State:	IA
Mailing Zip:	52404
Mailing Attention:	
GRS Provider Information	
WIOA Provider	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organizations (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Type of Entity:	<input checked="" type="checkbox"/> Higher Ed: Associate's Degree <input type="checkbox"/> Higher Ed: Baccalaureate or Higher <input type="checkbox"/> Higher Ed: Certificate of Completion <input type="checkbox"/> National Apprenticeship

Eligible Training Provider List - Provider & Program Application



	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other
Years in Business:	51
Disabled Access:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ADA Compliant:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Description:	Community College that provides students the opportunity to obtain an Associates and AA/VAS Degrees. Additionally some programs may also provide diplomas, certificates and work toward industry recognized credentials.
Main Telephone Number:	319-398-5411
TTD/TTY Telephone Number:	319-398-7600
Financial Aid Telephone Number:	319-398-7600
Main Email Address:	enrserv@kirkwood.edu
Is this a Community College?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Accreditation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Assessment Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Counseling Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Placement Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tutorial Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ESL Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GED Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Additional Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible Training Provider List - Provider & Program Application

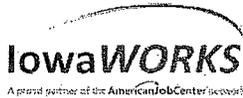


On-site Child Care Available	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Aid Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Provider or Youth Workforce Investment Activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pell Grant-Eligible:	<input checked="" type="checkbox"/> Yes, Pell Grant Eligible <input type="checkbox"/> No, not Pell Grant Eligible <input type="checkbox"/> Pell Grant Not Applicable
Registered Apprenticeship Provider:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Approved Apprenticeship:	<input checked="" type="checkbox"/> Yes, Approved Apprenticeship <input type="checkbox"/> No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	<input checked="" type="checkbox"/> Submit for ETPL Approval and accept participants <input type="checkbox"/> Accept participants without submitting for ETPL Approval <input type="checkbox"/> Display to the public only
*CIP Code:	11-3011.00
*Education Program Name:	Business Administration - Administrative Management AAS
Education Program Description:	The Administrative Management degree includes in-depth instruction in computer applications and essential workplace "soft skills".
*This program of study leads to:	<input type="checkbox"/> An industry-recognized certificate or certification <input type="checkbox"/> A certificate of completion of an apprenticeship <input type="checkbox"/> A license recognized by the State involved or the Federal government <input checked="" type="checkbox"/> An associate degree <input type="checkbox"/> A baccalaureate degree <input type="checkbox"/> A community college certificate of completion <input type="checkbox"/> A secondary school diploma or its equivalent <input type="checkbox"/> Employment <input type="checkbox"/> A measurable skills gain leading to a credential <input type="checkbox"/> A measurable skills gain leading to employment

Eligible Training Provider List - Provider & Program Application



This program leads to a credential or degree	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of associated credential:	Business Administration - Administrative Management AAS
*Completion level:	<input type="checkbox"/> Apprenticeship completers <input checked="" type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Certificates < 2 yrs. <input type="checkbox"/> Doctor's Degrees <input type="checkbox"/> Employment & training program completers <input type="checkbox"/> First-professional Cert. (Post-Degree) <input type="checkbox"/> First-professional Degrees <input type="checkbox"/> Graduate degrees combined <input type="checkbox"/> Information Technology Certificates <input type="checkbox"/> Job Corps Completers <input type="checkbox"/> Master's Degree <input type="checkbox"/> Military separatees <input type="checkbox"/> OJT=on-the-job training <input type="checkbox"/> Post-Master's Certificates <input type="checkbox"/> Postbaccalaureate Certificates <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; < 1 yr. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; <4 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 1-2 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 2-4 yrs. <input type="checkbox"/> Secondary <input type="checkbox"/> State-defined Completion Types <input type="checkbox"/> Sum of all types <input type="checkbox"/> Vocational Rehabilitation
*Attain Credential:	<input type="checkbox"/> High School Diploma or GED or High School Equivalency Diploma <input checked="" type="checkbox"/> AA/AS Degree <input type="checkbox"/> BA/BS Degree <input type="checkbox"/> Occupational Skills License <input type="checkbox"/> Occupational Skills certificate or credential <input type="checkbox"/> Other <input type="checkbox"/> No credential received, individual received training <input type="checkbox"/> N/A, individual did not receive training <input type="checkbox"/> Post Graduate Degree
Other, Specify:	
Certification/License Title:	
Certification/License Type:	<input type="checkbox"/> National Certification or License <input checked="" type="checkbox"/> State Certification or License <input type="checkbox"/> Regional Certification or License <input type="checkbox"/> Certification or License Does Not Apply
Green Job Training:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Is this education program in a partnership with	<input type="checkbox"/> Yes

Eligible Training Provider List - Provider & Program Application



a business?	<input checked="" type="checkbox"/> No
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	
Apprenticeship	
*This program is an Apprenticeship:	<input type="checkbox"/> Yes (proceed to next question) <input checked="" type="checkbox"/> No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	<input type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	<input checked="" type="checkbox"/> Pell Grant <input checked="" type="checkbox"/> Federal Loan <input checked="" type="checkbox"/> Institutional Scholarship <input checked="" type="checkbox"/> Other
*URL of Training Program:	www.kirkwood.edu/administrativemanagement

Eligible Training Provider List - Provider & Program Application



<p>*Program Prerequisites:</p>	<p> <input type="checkbox"/> High School Diploma or Equivalent <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Course(s) <input checked="" type="checkbox"/> Combination of Education and Course(s) <input type="checkbox"/> None </p>
<p>*Date Edu. Program First Offered:</p>	<p>Program since 1969, current title since 2019</p>
<p>*Please provide a reasonable explanation regarding why this is a new program:</p>	<p>This is not a new program.</p>
<p>Minimum Class Size</p>	<p>10 - 12</p>
<p>Maximum Class Size</p>	<p>24 - 250 Depending on class taken</p>
<p>Number of Instructors</p>	<p>6 - 8</p>
<p>Describe the qualifications of all instructors in 800 characters or less:</p>	<p>Instructors most commonly hold a Bachelor's Degree or higher in a related industry.</p>
<p>Describe the minimum entry level requirements or prerequisites in 800 characters or less:</p>	<p>Students are asked to demonstrate a certain skill level in math, reading and writing.</p>
<p>Drug/Alcohol Screening Required:</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
<p>Accessibility:</p>	<p> <input checked="" type="checkbox"/> On-Site Parking <input checked="" type="checkbox"/> Public Transportation <input checked="" type="checkbox"/> Disabled Student Access <input type="checkbox"/> Sign Language <input type="checkbox"/> Other Languages <input type="checkbox"/> Other </p>
<p>Describe any equipment used in this program and its adequacy and availability in 800 characters or less:</p>	<p>Normal office equipment including computer, copiers, telephones and other technologies in an office setting.</p>
<p>*Grievance Procedure:</p>	<p>1. Discuss the complaint directly with the staff member or faculty involved.</p>

Eligible Training Provider List - Provider & Program Application



	2. Discuss complaint with the Director or Dean with supervisory responsibility over the area where the issue occurred. (Full policy located at link below)
*Grievance Procedure URL:	http://www.kirkwood.edu/catalog/current/student-complaint-policy.htm
*Refund Policy:	Prior to and through the first week of a 16-week term, you may change your registration by adding or dropping classes that run the full term with the required signatures of faculty and dean, where necessary. Additional terms and conditions can be found at link below.
*Refund Policy URL:	www.Kirkwood.edu/syllabi-refundschedule
Internship Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*This education or training program is a Quality Pre-Apprenticeship:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Related Selected Occupations	
CIP Code 1	11-3011.00
Occupation Title 1	Administrative Services Manager
CIP Code 2	43-6011.00
Occupation Title 2	Executive Secretaries and Executive Administrative Assistants
CIP Code 3	43-1011.00
Occupation Title 3	First-Line Supervisors or Office and Administrative Support Work
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	
Selected Occupational Skills	
List any occupational skills:	Knowledge in computer applications including: word processing, desktop publishing, multimedia. Soft skills development: teamwork, project development, problem solving.

Eligible Training Provider List - Provider & Program Application



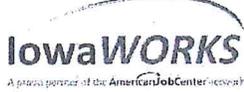
Completion Expectations	
Continuing Education Units (CEU):	0.00
CEU Granting Institution:	N/A
*Credit Earned Program:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Number of Credits:	63
Credit Earned Duration:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Program Goal	<input checked="" type="checkbox"/> Skill Attainment <input type="checkbox"/> Certificate <input type="checkbox"/> Registration <input type="checkbox"/> License <input checked="" type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Other
Credentialing Body:	<input checked="" type="checkbox"/> Iowa Board of Educational Examiners <input type="checkbox"/> Iowa Bureau of Professional Licensure <input type="checkbox"/> Iowa Board of Nursing <input type="checkbox"/> Iowa Board of Behavioral Science <input type="checkbox"/> Iowa Board of Certification <input type="checkbox"/> Iowa Board of Veterinary Medicine <input type="checkbox"/> Nation Environmental Health Association
*Projected Hourly Wage After Program Completion:	\$17.69 - \$24.64
Scheduling	
Class Time (hours):	1008
Lab Time (hours):	0.00
Other Time (hours):	0.00
Class Frequency:	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semester <input type="checkbox"/> Tri-semester <input type="checkbox"/> Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1008

Eligible Training Provider List - Provider & Program Application



*Reporting Program Length - Full-time Weeks:	64
*Reporting Program Format:	<input checked="" type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input checked="" type="checkbox"/> Hybrid or Blended Program
Duration	
Duration:	4
Duration Type:	<input checked="" type="checkbox"/> Semesters/Terms <input type="checkbox"/> Weeks <input type="checkbox"/> Hours <input type="checkbox"/> Months
Schedule Intensity:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	<input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Night <input checked="" type="checkbox"/> Weekend <input checked="" type="checkbox"/> Summer
External Approvals	
Is this program listed on another state's ETPL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cost Details	
*Tuition/Fee:	\$10,647.00
*Books:	\$3350.25
*Tools:	\$0.00
*Other Costs (describe in Comments below):	\$224.00
*Total Training Costs:	\$14,224.25
Comments:	Other Cost: Technology Fee \$200, Business Etiquette Lunch Fee \$24.00
Edu. Program Application Confirmation	
<p>*Providers requesting approval or re-approval of a training program must agree to the statement below.</p> <p>The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The</p>	

Eligible Training Provider List - Provider & Program Application



programs offered are available to the general public on a tuition basis.

Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual.

Name (Print): Colette Atkins Title: Dean of Business and IT Programs

Applicant Signature: *Colette Atkins* Date: 9-9-19

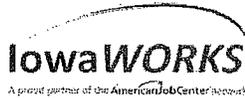
Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY

Date Received by LWDB	
Date Approved by LWDB	
IWD LWDB Region #	
Authorized LWDB Name (Print):	
Authorized LWDB Signature:	

LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov

Eligible Training Provider List - Provider & Program Application



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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>. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the IowaWORKS data management system at <http://www.iowaworks.gov> in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

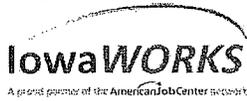
Federal Employer ID	
Federal Employer ID No:	42-0924685
Institution Identification	
Institution Name:	Kirkwood Community College
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organization (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Institution Primary Location	

Eligible Training Provider List - Provider & Program Application



Address 1:	6301 Kirkwood Blvd SW
Address 2:	
City:	Cedar Rapids
State:	Iowa
Zip:	52404
Contact Information	
Title:	Dean of Business and Information Technology
First Name:	Colette
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	Atkins
Contact Phone Number:	319.398.5416
Cell Phone:	
Contact Fax Phone Number:	319.398.5482
Email Address:	Colette.Atkins@Kirkwood.edu
Institution URL:	www.kirkwood.edu
Provider Information	
Local Workforce Development Area:	Region 10
Type of Business:	<input type="checkbox"/> College/University <input checked="" type="checkbox"/> Post-Secondary Educational Institution - Public <input type="checkbox"/> Post-Secondary Educational Institution - Private <input type="checkbox"/> Local Public School - 12th Grade and Under <input type="checkbox"/> Local Private School - 12th Grade and Under <input type="checkbox"/> Local Charter School - 12th Grade and Under <input type="checkbox"/> Alternative Secondary Education School - 12th Grade... <input type="checkbox"/> Health Care <input type="checkbox"/> Community Based Organization - Church <input type="checkbox"/> Community Based Organization - Non-Profit <input type="checkbox"/> Federal Government Agency <input type="checkbox"/> State Government Agency <input type="checkbox"/> Local Government Agency <input type="checkbox"/> Private Employer <input type="checkbox"/> Services/Goods Vendor Not Otherwise Classified <input type="checkbox"/> Trade Association <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> One-Stop Office

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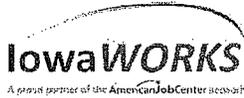
This provider is an accredited postsecondary education institution:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Billing Address Information	
Billing Address 1:	6301 Kirkwood Blvd SW
Billing Address 2:	
Billing City:	Cedar Rapids
Billing State:	IA
Billing Zip:	52404
Attention:	
Mailing Address Information	
Mailing Address 1:	6301 Kirkwood Blvd SW
Mailing Address 2:	
Mailing City:	Cedar Rapids
Mailing State:	IA
Mailing Zip:	52404
Mailing Attention:	
CRS Provider Information	
WIOA Provider	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organizations (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Type of Entity:	<input checked="" type="checkbox"/> Higher Ed: Associate's Degree <input type="checkbox"/> Higher Ed: Baccalaureate or Higher <input type="checkbox"/> Higher Ed: Certificate of Completion <input type="checkbox"/> National Apprenticeship

Eligible Training Provider List - Provider & Program Application



	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other
Years in Business:	51
Disabled Access:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ADA Compliant:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Description:	Community College that provides students the opportunity to obtain an Associates and AA/AS Degrees. Additionally some programs may also provide diplomas, certificates and work toward industry recognized credentials.
Main Telephone Number:	319-398-5411
TTD/TTY Telephone Number:	319-398-7600
Financial Aid Telephone Number:	319-398-7600
Main Email Address:	enrserv@kirkwood.edu
Is this a Community College?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Accreditation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Assessment Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Counseling Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Placement Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tutorial Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ESL Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GED Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Additional Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible Training Provider List - Provider & Program Application



On-site Child Care Available	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Aid Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Provider or Youth Workforce Investment Activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pell Grant Eligible:	<input checked="" type="checkbox"/> Yes, Pell Grant Eligible <input type="checkbox"/> No, not Pell Grant Eligible <input type="checkbox"/> Pell Grant Not Applicable
Registered Apprenticeship Provider:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Approved Apprenticeship:	<input checked="" type="checkbox"/> Yes, Approved Apprenticeship <input type="checkbox"/> No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	<input checked="" type="checkbox"/> Submit for ETPL Approval and accept participants <input type="checkbox"/> Accept participants without submitting for ETPL Approval <input type="checkbox"/> Display to the public only
*CIP Code:	11-3031
*Education Program Name:	Business Administration - Financial Services Associates of Applied Sciences
Education Program Description:	Designed for students seeking careers with financial institutions and for those already in financial institutions wishing to attain advanced positions.
*This program of study leads to:	<input type="checkbox"/> An industry-recognized certificate or certification <input type="checkbox"/> A certificate of completion of an apprenticeship <input type="checkbox"/> A license recognized by the State involved or the Federal government <input checked="" type="checkbox"/> An associate degree <input type="checkbox"/> A baccalaureate degree <input type="checkbox"/> A community college certificate of completion <input type="checkbox"/> A secondary school diploma or its equivalent <input type="checkbox"/> Employment <input type="checkbox"/> A measurable skills gain leading to a credential <input type="checkbox"/> A measurable skills gain leading to employment

Eligible Training Provider List - Provider & Program Application



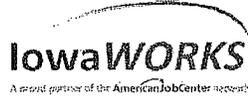
<p>This program leads to a credential or degree</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Name of associated credential:</p>	<p>Business Administration - Financial Services Associates of Applied Sciences</p>
<p>*Completion level:</p>	<p><input type="checkbox"/> Apprenticeship completers <input checked="" type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Certificates < 2 yrs. <input type="checkbox"/> Doctor's Degrees <input type="checkbox"/> Employment & training program completers <input type="checkbox"/> First-professional Cert. (Post-Degree) <input type="checkbox"/> First-professional Degrees <input type="checkbox"/> Graduate degrees combined <input type="checkbox"/> Information Technology Certificates <input type="checkbox"/> Job Corps Completers <input type="checkbox"/> Master's Degree <input type="checkbox"/> Military separatees <input type="checkbox"/> OJT=on-the-job training <input type="checkbox"/> Post-Master's Certificates <input type="checkbox"/> Postbaccalaureate Certificates <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; < 1 yr. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; <4 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 1-2 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 2-4 yrs. <input type="checkbox"/> Secondary <input type="checkbox"/> State-defined Completion Types <input type="checkbox"/> Sum of all types <input type="checkbox"/> Vocational Rehabilitation</p>
<p>*Attain Credential:</p>	<p><input type="checkbox"/> High School Diploma or GED or High School Equivalency Diploma <input checked="" type="checkbox"/> AA/AS Degree <input type="checkbox"/> BA/BS Degree <input type="checkbox"/> Occupational Skills License <input type="checkbox"/> Occupational Skills certificate or credential <input type="checkbox"/> Other <input type="checkbox"/> No credential received, individual received training <input type="checkbox"/> N/A, individual did not receive training <input type="checkbox"/> Post Graduate Degree</p>
<p>Other, Specify:</p>	
<p>Certification/License Title:</p>	
<p>Certification/License Type:</p>	<p><input type="checkbox"/> National Certification or License <input checked="" type="checkbox"/> State Certification or License <input type="checkbox"/> Regional Certification or License <input type="checkbox"/> Certification or License Does Not Apply</p>
<p>Green Job Training:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>*Is this education program in a partnership with</p>	<p><input type="checkbox"/> Yes</p>

Eligible Training Provider List - Provider & Program Application



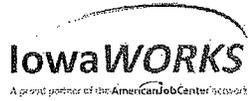
a business?	<input checked="" type="checkbox"/> No
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	
Apprenticeship	
*This program is an Apprenticeship:	<input type="checkbox"/> Yes (proceed to next question) <input checked="" type="checkbox"/> No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	<input type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	<input checked="" type="checkbox"/> Pell Grant <input checked="" type="checkbox"/> Federal Loan <input checked="" type="checkbox"/> Institutional Scholarship <input checked="" type="checkbox"/> Other
*URL of Training Program:	www.kirkwood.edu/financialservices

Eligible Training Provider List - Provider & Program Application



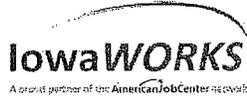
<p>*Program Prerequisites:</p>	<p> <input type="checkbox"/> High School Diploma or Equivalent <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Course(s) <input checked="" type="checkbox"/> Combination of Education and Course(s) <input type="checkbox"/> None </p>
<p>*Date Edu. Program First Offered:</p>	<p>Program since 1994, current title since 2014</p>
<p>*Please provide a reasonable explanation regarding why this is a new program:</p>	<p>This is not a new program.</p>
<p>Minimum Class Size</p>	<p>10 - 12</p>
<p>Maximum Class Size</p>	<p>24 - 250 Depending on class taken</p>
<p>Number of Instructors</p>	<p>6 - 8</p>
<p>Describe the qualifications of all instructors in 800 characters or less:</p>	<p>Instructors most commonly hold a Bachelor's Degree or higher in a related industry.</p>
<p>Describe the minimum entry level requirements or prerequisites in 800 characters or less:</p>	<p>Students are asked to demonstrate a certain skill level in math, reading and writing,</p>
<p>Drug/Alcohol Screening Required:</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
<p>Accessibility:</p>	<p> <input checked="" type="checkbox"/> On-Site Parking <input checked="" type="checkbox"/> Public Transportation <input checked="" type="checkbox"/> Disabled Student Access <input type="checkbox"/> Sign Language <input type="checkbox"/> Other Languages <input type="checkbox"/> Other </p>
<p>Describe any equipment used in this program and its adequacy and availability in 800 characters or less:</p>	<p>Normal office equipment including computer, copiers, telephones and other technologies in an office setting.</p>
<p>*Grievance Procedure:</p>	<p>1. Discuss the complaint directly with the staff member or faculty involved.</p>

Eligible Training Provider List - Provider & Program Application



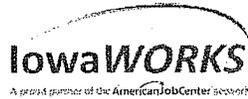
	<p>2. Discuss complaint with the Director or Dean with supervisory responsibility over the area where the issue occurred.</p> <p>(Full policy located at link below)</p>
*Grievance Procedure URL:	http://www.kirkwood.edu/catalog/current/student-complaint-policy.htm
*Refund Policy:	<p>Prior to and through the first week of a 16-week term, you may change your registration by adding or dropping classes that run the full term with the required signatures of faculty and dean, where necessary.</p> <p>Additional terms and conditions can be found at link below.</p>
*Refund Policy URL:	www.Kirkwood.edu/syllabi-refundschedule
Internship Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*This education or training program is a Quality Pre-Apprenticeship:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Related Selected Occupations	
CIP Code 1	13-2052.00
Occupation Title 1	Personal Financial Advisors
CIP Code 2	13-2072.00
Occupation Title 2	Loan Officers
CIP Code 3	11-3031.02
Occupation Title 3	Financial Managers, Branch or Department
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	
Selected Occupational Skills	
List any occupational skills:	<p>Entry level skills and understanding in a variety of financial settings including banking, investments, insurance and real estate.</p> <p>Knowledge in computer applications including: excel, and word processing</p> <p>Soft skills development: teamwork, project development, problem solving.</p>

Eligible Training Provider List - Provider & Program Application



Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
*Credit Earned Program:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Number of Credits:	65
Credit Earned Duration:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Program Goal	<input type="checkbox"/> Skill Attainment <input type="checkbox"/> Certificate <input type="checkbox"/> Registration <input type="checkbox"/> License <input checked="" type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Other
Credentialing Body:	<input checked="" type="checkbox"/> Iowa Board of Educational Examiners <input type="checkbox"/> Iowa Bureau of Professional Licensure <input type="checkbox"/> Iowa Board of Nursing <input type="checkbox"/> Iowa Board of Behavioral Science <input type="checkbox"/> Iowa Board of Certification <input type="checkbox"/> Iowa Board of Veterinary Medicine <input type="checkbox"/> Nation Environmental Health Association
*Projected Hourly Wage After Program Completion:	\$18.48
Scheduling	
Class Time (hours):	1040
Lab Time (hours):	0
Other Time (hours):	0
Class Frequency:	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semester <input type="checkbox"/> Tri-semester <input type="checkbox"/> Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1040

Eligible Training Provider List - Provider & Program Application



*Reporting Program Length - Full-time Weeks:	68
*Reporting Program Format:	<input checked="" type="checkbox"/> In-person <input checked="" type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Duration	
Duration:	5
Duration Type:	<input checked="" type="checkbox"/> Semesters/Terms <input type="checkbox"/> Weeks <input type="checkbox"/> Hours <input type="checkbox"/> Months
Schedule Intensity:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	<input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Night <input checked="" type="checkbox"/> Weekend <input checked="" type="checkbox"/> Summer
External Approvals	
Is this program listed on another state's ETPL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cost Details	
*Tuition/Fee:	\$10,985.00
*Books:	\$2,739.83
*Tools:	\$0.00
*Other Costs (describe in Comments below):	\$369.00
*Total Training Costs:	\$14,093.83
Comments:	Other Cost: Technology Fee \$250, Business Etiquette Lunch Fee \$24.00, Business competition Fee \$95.00
Edu. Program Application Confirmation	
*Providers requesting approval or re-approval of a training program must agree to the statement below.	
The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The	

Eligible Training Provider List - Provider & Program Application



programs offered are available to the general public on a tuition basis.

Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual.

Name (Print): Colette Atkins Title: Dean of Business and IT Programs

Applicant Signature: *Colette Atkins* Date: 9-9-19

Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY

Date Received by LWDB

Date Approved by LWDB

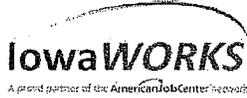
IWD LWDB Region #

Authorized LWDB Name (Print):

Authorized LWDB Signature:

LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov

Eligible Training Provider List - Provider & Program Application



This is an application for initial eligibility approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Approval as a WIOA Eligible Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

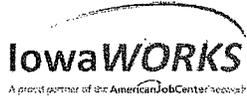
In accordance with 20 C.F.R. § 680.450, all providers and programs that have not previously been eligible to provide training services under WIOA sec. 122 or WIA sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. If approved, the initial eligibility period is one (1) year for a particular program. To remain on the ETPL, 20 C.F.R. § 680.460 requires continued eligibility to be determined for each provider and program at the end of the initial eligibility period and then every two (2) years thereafter. Continued eligibility will be determined using the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV), other matters required by WIOA sec. 122(b)(2), and other appropriate measures of performance as determined by the Governor for WIOA-funded program participants, taking into consideration the characteristics of the population served and relevant economic conditions. Please note – the provisions in WIOA secs. 116 and 122 and 20 C.F.R. § 677.230 and § 680.400 - § 680.530 that require the collection and reporting of performance related data on all participants in training programs on the State's ETPL have been waived through June 30, 2020; however, during this waiver period, the U.S. Department of Labor has mandated that the State must continue to collect and report performance related data for all WIOA-funded participants in accordance with all statutory and regulatory requirements, including WIOA secs. 116 and 122, and as specified at 20 C.F.R. § 677.230 and § 680.460.

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>. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the IowaWORKS data management system at <http://www.iowaworks.gov> in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

Federal Employer ID	
Federal Employer ID No:	42-0924685
Institution Identification	
Institution Name:	Kirkwood Community College
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organization (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution. <input type="checkbox"/> Unknown
Institution Primary Location	

Eligible Training Provider List - Provider & Program Application



Address 1:	6301 Kirkwood Blvd SW
Address 2:	
City:	Cedar Rapids
State:	Iowa
Zip:	52404
Contact Information	
Title:	Dean of Business and Information Technology
First Name:	Colette
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	Atkins
Contact Phone Number:	319.398.5416
Cell Phone:	
Contact Fax Phone Number:	319.398.5482
Email Address:	Colette.Atkins@Kirkwood.edu
Institution URL:	www.kirkwood.edu
Provider Information	
Local Workforce Development Area:	Region 10
Type of Business:	<input type="checkbox"/> College/University <input checked="" type="checkbox"/> Post-Secondary Educational Institution - Public <input type="checkbox"/> Post-Secondary Educational Institution - Private <input type="checkbox"/> Local Public School - 12th Grade and Under <input type="checkbox"/> Local Private School - 12th Grade and Under <input type="checkbox"/> Local Charter School - 12th Grade and Under <input type="checkbox"/> Alternative Secondary Education School - 12th Grade... <input type="checkbox"/> Health Care <input type="checkbox"/> Community Based Organization - Church <input type="checkbox"/> Community Based Organization - Non-Profit <input type="checkbox"/> Federal Government Agency <input type="checkbox"/> State Government Agency <input type="checkbox"/> Local Government Agency <input type="checkbox"/> Private Employer <input type="checkbox"/> Services/Goods Vendor Not Otherwise Classified <input type="checkbox"/> Trade Association <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> One-Stop Office

Eligible Training Provider List - Provider & Program Application



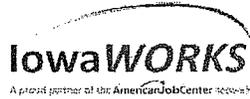
This provider is an accredited postsecondary education institution:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Billing Address Information	
Billing Address 1:	6301 Kirkwood Blvd SW
Billing Address 2:	
Billing City:	Cedar Rapids
Billing State:	IA
Billing Zip:	52404
Attention:	
Mailing Address Information	
Mailing Address 1:	6301 Kirkwood Blvd SW
Mailing Address 2:	
Mailing City:	Cedar Rapids
Mailing State:	IA
Mailing Zip:	52404
Mailing Attention:	
CRS Provider Information	
WIOA Provider	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organizations (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input checked="" type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input checked="" type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Type of Entity:	<input checked="" type="checkbox"/> Higher Ed: Associate's Degree <input type="checkbox"/> Higher Ed: Baccalaureate or Higher <input type="checkbox"/> Higher Ed: Certificate of Completion <input type="checkbox"/> National Apprenticeship

Eligible Training Provider List - Provider & Program Application



	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other
Years in Business:	51
Disabled Access:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ADA Compliant:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Institution Description:	Community College that provides students the opportunity to obtain an Associates and AA/AS Degrees. Additionally some programs may also provide diplomas, certificates and work toward industry recognized credentials.
Main Telephone Number:	319-398-5411
TTD/TTY Telephone Number:	319-398-7600
Financial Aid Telephone Number:	319-398-7600
Main Email Address:	enrserv@kirkwood.edu
Is this a Community College?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Accreditation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Assessment Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Career Counseling Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job Placement Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tutorial Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ESL Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GED Assistance Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Additional Services Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Eligible Training Provider List - Provider & Program Application

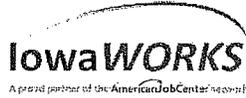


On-site Child Care Available	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Aid Available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Provider or Youth Workforce Investment Activities	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pell Grant Eligible:	<input checked="" type="checkbox"/> Yes, Pell Grant Eligible <input type="checkbox"/> No, not Pell Grant Eligible <input type="checkbox"/> Pell Grant Not Applicable
Registered Apprenticeship Provider:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Approved Apprenticeship:	<input checked="" type="checkbox"/> Yes, Approved Apprenticeship <input type="checkbox"/> No, not Approved Apprenticeship

Program Information

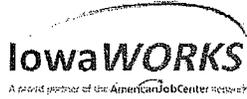
General Information	
Purpose for adding program:	<input checked="" type="checkbox"/> Submit for ETPL Approval and accept participants <input type="checkbox"/> Accept participants without submitting for ETPL Approval <input type="checkbox"/> Display to the public only
*CIP Code:	43-3031.00
*Education Program Name:	Business Administration - Accounting Associates of Applied Sciences
Education Program Description:	Program provides students with the background needed to enter entry level positions in general accounting, cost accounting, tax, credit or other areas of financial accounting/reporting.
*This program of study leads to:	<input type="checkbox"/> An industry-recognized certificate or certification <input type="checkbox"/> A certificate of completion of an apprenticeship <input type="checkbox"/> A license recognized by the State involved or the Federal government <input checked="" type="checkbox"/> An associate degree <input type="checkbox"/> A baccalaureate degree <input type="checkbox"/> A community college certificate of completion <input type="checkbox"/> A secondary school diploma or its equivalent <input type="checkbox"/> Employment <input type="checkbox"/> A measurable skills gain leading to a credential <input type="checkbox"/> A measurable skills gain leading to employment

Eligible Training Provider List - Provider & Program Application



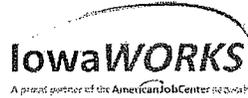
<p>This program leads to a credential or degree</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Name of associated credential:</p>	<p>Business Administration - Accounting Associates of Applied Sciences</p>
<p>*Completion level:</p>	<p><input type="checkbox"/> Apprenticeship completers <input checked="" type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Certificates < 2 yrs. <input type="checkbox"/> Doctor's Degrees <input type="checkbox"/> Employment & training program completers <input type="checkbox"/> First-professional Cert. (Post-Degree) <input type="checkbox"/> First-professional Degrees <input type="checkbox"/> Graduate degrees combined <input type="checkbox"/> Information Technology Certificates <input type="checkbox"/> Job Corps Completers <input type="checkbox"/> Master's Degree <input type="checkbox"/> Military separatees <input type="checkbox"/> OJT=on-the-job training <input type="checkbox"/> Post-Master's Certificates <input type="checkbox"/> Postbaccalaureate Certificates <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; < 1 yr. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; <4 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 1-2 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 2-4 yrs. <input type="checkbox"/> Secondary <input type="checkbox"/> State-defined Completion Types <input type="checkbox"/> Sum of all types <input type="checkbox"/> Vocational Rehabilitation</p>
<p>*Attain Credential:</p>	<p><input type="checkbox"/> High School Diploma or GED or High School Equivalency Diploma <input checked="" type="checkbox"/> AA/AS Degree <input type="checkbox"/> BA/BS Degree <input type="checkbox"/> Occupational Skills License <input type="checkbox"/> Occupational Skills certificate or credential <input type="checkbox"/> Other <input type="checkbox"/> No credential received, individual received training <input type="checkbox"/> N/A, individual did not receive training <input type="checkbox"/> Post Graduate Degree</p>
<p>Other, Specify:</p>	
<p>Certification/License Title:</p>	
<p>Certification/License Type:</p>	<p><input type="checkbox"/> National Certification or License <input checked="" type="checkbox"/> State Certification or License <input type="checkbox"/> Regional Certification or License <input type="checkbox"/> Certification or License Does Not Apply</p>
<p>Green Job Training:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>*Is this education program in a partnership with</p>	<p><input type="checkbox"/> Yes</p>

Eligible Training Provider List - Provider & Program Application



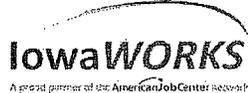
a business?	<input checked="" type="checkbox"/> No
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	
Apprenticeship	
*This program is an Apprenticeship:	<input type="checkbox"/> Yes (proceed to next question) <input checked="" type="checkbox"/> No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	<input type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	<input checked="" type="checkbox"/> Pell Grant <input checked="" type="checkbox"/> Federal Loan <input checked="" type="checkbox"/> Institutional Scholarship <input checked="" type="checkbox"/> Other
*URL of Training Program:	www.kirkwood.edu/accounting

Eligible Training Provider List - Provider & Program Application



<p>*Program Prerequisites:</p>	<p> <input type="checkbox"/> High School Diploma or Equivalent <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Course(s) <input checked="" type="checkbox"/> Combination of Education and Course(s) <input type="checkbox"/> None </p>
<p>*Date Edu. Program First Offered:</p>	<p>Program since 1969, current title since 2014</p>
<p>*Please provide a reasonable explanation regarding why this is a new program:</p>	<p>This is not a new program.</p>
<p>Minimum Class Size</p>	<p>10 - 12</p>
<p>Maximum Class Size</p>	<p>24 - 250 Depending on class taken</p>
<p>Number of Instructors</p>	<p>6 - 8</p>
<p>Describe the qualifications of all instructors in 800 characters or less:</p>	<p>Instructors most commonly hold a Bachelor's Degree or higher in a related industry.</p>
<p>Describe the minimum entry level requirements or prerequisites in 800 characters or less:</p>	<p>Students are asked to demonstrate a certain skill level in math, reading and writing,</p>
<p>Drug/Alcohol Screening Required:</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
<p>Accessibility:</p>	<p> <input checked="" type="checkbox"/> On-Site Parking <input checked="" type="checkbox"/> Public Transportation <input checked="" type="checkbox"/> Disabled Student Access <input type="checkbox"/> Sign Language <input type="checkbox"/> Other Languages <input type="checkbox"/> Other </p>
<p>Describe any equipment used in this program and its adequacy and availability in 800 characters or less:</p>	<p>Normal office equipment including computer, copiers, telephones and other technologies in an office setting.</p>
<p>*Grievance Procedure:</p>	<p>1. Discuss the complaint directly with the staff member or faculty involved.</p>

Eligible Training Provider List - Provider & Program Application



	<p>2. Discuss complaint with the Director or Dean with supervisory responsibility over the area where the issue occurred.</p> <p>(Full policy located at link below)</p>
*Grievance Procedure URL:	http://www.kirkwood.edu/catalog/current/student-complaint-policy.htm
*Refund Policy:	<p>Prior to and through the first week of a 16-week term, you may change your registration by adding or dropping classes that run the full term with the required signatures of faculty and dean, where necessary.</p> <p>Additional terms and conditions can be found at link below.</p>
*Refund Policy URL:	www.Kirkwood.edu/syllabi-refundschedule
Internship Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*This education or training program is a Quality Pre-Apprenticeship:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Related Selected Occupations	
CIP Code 1	43-3031.00
Occupation Title 1	Bookkeeping, Accounting, and Auditing Clerks
CIP Code 2	43-3051.00
Occupation Title 2	Payroll and Timekeeping Clerks
CIP Code 3	43-4161.00
Occupation Title 3	Human Resources and Payroll
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	
Selected Occupational Skills	
List any occupational skills:	<p>Entry level skills in general accounting, cost accounting, tax, credit or other areas of financial accounting/reporting.</p> <p>Knowledge in computer applications including: excel and word processing,</p> <p>Soft skills development: teamwork, project development, problem solving.</p>

Eligible Training Provider List - Provider & Program Application



Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
*Credit Earned Program:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Number of Credits:	65
Credit Earned Duration:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Program Goal	<input type="checkbox"/> Skill Attainment <input type="checkbox"/> Certificate <input type="checkbox"/> Registration <input type="checkbox"/> License <input checked="" type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Other
Credentialing Body:	<input checked="" type="checkbox"/> Iowa Board of Educational Examiners <input type="checkbox"/> Iowa Bureau of Professional Licensure <input type="checkbox"/> Iowa Board of Nursing <input type="checkbox"/> Iowa Board of Behavioral Science <input type="checkbox"/> Iowa Board of Certification <input type="checkbox"/> Iowa Board of Veterinary Medicine <input type="checkbox"/> Nation Environmental Health Association
*Projected Hourly Wage After Program Completion:	\$16.89
Scheduling	
Class Time (hours):	1040
Lab Time (hours):	0
Other Time (hours):	0
Class Frequency:	<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semester <input type="checkbox"/> Tri-semester <input type="checkbox"/> Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1040

Eligible Training Provider List - Provider & Program Application



*Reporting Program Length - Full-time Weeks:	68
*Reporting Program Format:	<input checked="" type="checkbox"/> In-person <input checked="" type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Duration	
Duration:	5
Duration Type:	<input checked="" type="checkbox"/> Semesters/Terms <input type="checkbox"/> Weeks <input type="checkbox"/> Hours <input type="checkbox"/> Months
Schedule Intensity:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	<input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> Night <input checked="" type="checkbox"/> Weekend <input checked="" type="checkbox"/> Summer
External Approvals	
Is this program listed on another state's ETPL?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cost Details	
*Tuition/Fee:	\$10,985.00
*Books:	\$3,966.14
*Tools:	\$0.00
*Other Costs (describe in Comments below):	\$369.00
*Total Training Costs:	\$15,320.14
Comments:	Other Cost: Technology Fee \$250, Business Etiquette Lunch Fee \$24.00, Business competition Fee \$95.00
Edu. Program Application Confirmation	
*Providers requesting approval or re-approval of a training program must agree to the statement below.	
The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The	

Eligible Training Provider List - Provider & Program Application



programs offered are available to the general public on a tuition basis.

Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual.

Name (Print): Colette Atkins Title: Dean of Business and IT Programs

Applicant Signature: *Colette Atkins* Date: 9-9-19

Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY

Date Received by LWDB	
Date Approved by LWDB	
IWD LWDB Region #	
Authorized LWDB Name (Print):	
Authorized LWDB Signature:	

LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov



This is an application for initial eligibility approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Approval as a WIOA Eligible Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

In accordance with 20 C.F.R. § 680.450, all providers and programs that have not previously been eligible to provide training services under WIOA sec. 122 or WIA sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. If approved, the initial eligibility period is one (1) year for a particular program. To remain on the ETPL, 20 C.F.R. § 680.460 requires continued eligibility to be determined for each provider and program at the end of the initial eligibility period and then every two (2) years thereafter. Continued eligibility will be determined using the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV), other matters required by WIOA sec. 122(b)(2), and other appropriate measures of performance as determined by the Governor for WIOA-funded program participants, taking into consideration the characteristics of the population served and relevant economic conditions. Please note – the provisions in WIOA secs. 116 and 122 and 20 C.F.R. § 677.230 and § 680.400 - § 680.530 that require the collection and reporting of performance related data on all participants in training programs on the State’s ETPL have been waived through June 30, 2020; however, during this waiver period, the U.S. Department of Labor has mandated that the State must continue to collect and report performance related data for all WIOA-funded participants in accordance with all statutory and regulatory requirements, including WIOA secs. 116 and 122, and as specified at 20 C.F.R. § 677.230 and § 680.460.

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>. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the IowaWORKS data management system at <http://www.iowaworks.gov> in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

Federal Employer ID	
Federal Employer ID No:	
Institution Identification	
Institution Name:	
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organization (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Institution Primary Location	

Eligible Training Provider List - Provider & Program Application



Address 1:	
Address 2:	
City:	
State:	
Zip:	
Contact Information	
Title:	
First Name:	
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	
Contact Phone Number:	
Cell Phone:	
Contact Fax Phone Number:	
Email Address:	
Institution URL:	
Provider Information	
Local Workforce Development Area:	
Type of Business:	<ul style="list-style-type: none"> <input type="checkbox"/> College/University <input type="checkbox"/> Post-Secondary Educational Institution - Public <input type="checkbox"/> Post-Secondary Educational Institution - Private <input type="checkbox"/> Local Public School - 12th Grade and Under <input type="checkbox"/> Local Private School - 12th Grade and Under <input type="checkbox"/> Local Charter School - 12th Grade and Under <input type="checkbox"/> Alternative Secondary Education School - 12th Grade... <input type="checkbox"/> Health Care <input type="checkbox"/> Community Based Organization - Church <input type="checkbox"/> Community Based Organization - Non-Profit <input type="checkbox"/> Federal Government Agency <input type="checkbox"/> State Government Agency <input type="checkbox"/> Local Government Agency <input type="checkbox"/> Private Employer <input type="checkbox"/> Services/Goods Vendor Not Otherwise Classified <input type="checkbox"/> Trade Association <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> One-Stop Office

Eligible Training Provider List - Provider & Program Application



This provider is an accredited postsecondary education institution:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Billing Address Information	
Billing Address 1:	
Billing Address 2:	
Billing City:	
Billing State:	
Billing Zip:	
Attention:	
Mailing Address Information	
Mailing Address 1:	
Mailing Address 2:	
Mailing City:	
Mailing State:	
Mailing Zip:	
Mailing Attention:	
CRS Provider Information	
WIOA Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
Institution Type:	<input type="checkbox"/> Adult Education and Literacy - Title II <input type="checkbox"/> Community Based Organizations (CBOs) <input type="checkbox"/> Four-year Colleges and Universities <input type="checkbox"/> Joint labor-management organizations <input type="checkbox"/> Other Training Provider <input type="checkbox"/> Private Business and Technical Schools <input type="checkbox"/> Registered Apprenticeship programs <input type="checkbox"/> Two-year, Technical, and Community Colleges
Institution Ownership:	<input type="checkbox"/> Private for-profit institution <input type="checkbox"/> Private non-profit institution <input type="checkbox"/> Public institution <input type="checkbox"/> Unknown
Type of Entity:	<input type="checkbox"/> Higher Ed: Associate's Degree <input type="checkbox"/> Higher Ed: Baccalaureate or Higher <input type="checkbox"/> Higher Ed: Certificate of Completion <input type="checkbox"/> National Apprenticeship

Eligible Training Provider List - Provider & Program Application



	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit <input type="checkbox"/> Public <input type="checkbox"/> Other
Years in Business:	
Disabled Access:	<input type="checkbox"/> Yes <input type="checkbox"/> No
ADA Compliant:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Institution Description:	
Main Telephone Number:	
TTD/TTY Telephone Number:	
Financial Aid Telephone Number:	
Main Email Address:	
Is this a Community College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accreditation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Career Assessment Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Career Counseling Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Placement Assistance Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tutorial Services Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
ESL Services Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
GED Assistance Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Additional Services Available	<input type="checkbox"/> Yes <input type="checkbox"/> No

Eligible Training Provider List - Provider & Program Application



On-site Child Care Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Financial Aid Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Eligible Provider or Youth Workforce Investment Activities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pell Grant Eligible:	<input type="checkbox"/> Yes, Pell Grant Eligible <input type="checkbox"/> No, not Pell Grant Eligible <input type="checkbox"/> Pell Grant Not Applicable
Registered Apprenticeship Provider:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved Apprenticeship:	<input type="checkbox"/> Yes, Approved Apprenticeship <input type="checkbox"/> No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	<input type="checkbox"/> Submit for ETPL Approval and accept participants <input type="checkbox"/> Accept participants without submitting for ETPL Approval <input type="checkbox"/> Display to the public only
*CIP Code:	
*Education Program Name:	
Education Program Description:	
*This program of study leads to:	<input type="checkbox"/> An industry-recognized certificate or certification <input type="checkbox"/> A certificate of completion of an apprenticeship <input type="checkbox"/> A license recognized by the State involved or the Federal government <input type="checkbox"/> An associate degree <input type="checkbox"/> A baccalaureate degree <input type="checkbox"/> A community college certificate of completion <input type="checkbox"/> A secondary school diploma or its equivalent <input type="checkbox"/> Employment <input type="checkbox"/> A measurable skills gain leading to a credential <input type="checkbox"/> A measurable skills gain leading to employment

Eligible Training Provider List - Provider & Program Application



This program leads to a credential or degree	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of associated credential:	
*Completion level:	<input type="checkbox"/> Apprenticeship completers <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Certificates < 2 yrs. <input type="checkbox"/> Doctor's Degrees <input type="checkbox"/> Employment & training program completers <input type="checkbox"/> First-professional Cert. (Post-Degree) <input type="checkbox"/> First-professional Degrees <input type="checkbox"/> Graduate degrees combined <input type="checkbox"/> Information Technology Certificates <input type="checkbox"/> Job Corps Completers <input type="checkbox"/> Master's Degree <input type="checkbox"/> Military separatees <input type="checkbox"/> OJT=on-the-job training <input type="checkbox"/> Post-Master's Certificates <input type="checkbox"/> Postbaccalaureate Certificates <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; < 1 yr. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; <4 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 1-2 yrs. <input type="checkbox"/> Postsec. Awards/Cert./Diplomas; 2-4 yrs. <input type="checkbox"/> Secondary <input type="checkbox"/> State-defined Completion Types <input type="checkbox"/> Sum of all types <input type="checkbox"/> Vocational Rehabilitation
*Attain Credential:	<input type="checkbox"/> High School Diploma or GED or High School Equivalency Diploma <input type="checkbox"/> AA/AS Degree <input type="checkbox"/> BA/BS Degree <input type="checkbox"/> Occupational Skills License <input type="checkbox"/> Occupational Skills certificate or credential <input type="checkbox"/> Other <input type="checkbox"/> No credential received, individual received training <input type="checkbox"/> N/A, individual did not receive training <input type="checkbox"/> Post Graduate Degree
Other, Specify:	
Certification/License Title:	
Certification/License Type:	<input type="checkbox"/> National Certification or License <input type="checkbox"/> State Certification or License <input type="checkbox"/> Regional Certification or License <input type="checkbox"/> Certification or License Does Not Apply
Green Job Training:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Is this education program in a partnership with	<input type="checkbox"/> Yes

Eligible Training Provider List - Provider & Program Application



a business?	<input type="checkbox"/> No
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	
Apprenticeship	
*This program is an Apprenticeship:	<input type="checkbox"/> Yes (proceed to next question) <input type="checkbox"/> No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	<input type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	<input type="checkbox"/> Yes (proceed to complete the rest of this section) <input type="checkbox"/> No (skip to next section, Additional Details)
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	<input type="checkbox"/> Pell Grant <input type="checkbox"/> Federal Loan <input type="checkbox"/> Institutional Scholarship <input type="checkbox"/> Other
*URL of Training Program:	

Eligible Training Provider List - Provider & Program Application



<p>*Program Prerequisites:</p>	<p> <input type="checkbox"/> High School Diploma or Equivalent <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Course(s) <input type="checkbox"/> Combination of Education and Course(s) <input type="checkbox"/> None </p>
<p>*Date Edu. Program First Offered:</p>	
<p>*Please provide a reasonable explanation regarding why this is a new program:</p>	
<p>Minimum Class Size</p>	
<p>Maximum Class Size</p>	
<p>Number of Instructors</p>	
<p>Describe the qualifications of all instructors in 800 characters or less:</p>	
<p>Describe the minimum entry level requirements or prerequisites in 800 characters or less:</p>	
<p>Drug/Alcohol Screening Required:</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>Accessibility:</p>	<p> <input type="checkbox"/> On-Site Parking <input type="checkbox"/> Public Transportation <input type="checkbox"/> Disabled Student Access <input type="checkbox"/> Sign Language <input type="checkbox"/> Other Languages <input type="checkbox"/> Other </p>
<p>Describe any equipment used in this program and its adequacy and availability in 800 characters or less:</p>	
<p>*Grievance Procedure:</p>	

Eligible Training Provider List - Provider & Program Application



*Grievance Procedure URL:	
*Refund Policy:	
*Refund Policy URL:	
Internship Available:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*This education or training program is a Quality Pre-Apprenticeship:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Related Selected Occupations	
CIP Code 1	
Occupation Title 1	
CIP Code 2	
Occupation Title 2	
CIP Code 3	
Occupation Title 3	
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	
Selected Occupational Skills	
List any occupational skills:	



Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
*Credit Earned Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Number of Credits:	
Credit Earned Duration:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Program Goal	<input type="checkbox"/> Skill Attainment <input type="checkbox"/> Certificate <input type="checkbox"/> Registration <input type="checkbox"/> License <input type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Other
Credentialing Body:	<input type="checkbox"/> Iowa Board of Educational Examiners <input type="checkbox"/> Iowa Bureau of Professional Licensure <input type="checkbox"/> Iowa Board of Nursing <input type="checkbox"/> Iowa Board of Behavioral Science <input type="checkbox"/> Iowa Board of Certification <input type="checkbox"/> Iowa Board of Veterinary Medicine <input type="checkbox"/> Nation Environmental Health Association
*Projected Hourly Wage After Program Completion:	
Scheduling	
Class Time (hours):	
Lab Time (hours):	
Other Time (hours):	
Class Frequency:	<input type="checkbox"/> Daily <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semester <input type="checkbox"/> Tri-semester <input type="checkbox"/> Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	

Eligible Training Provider List - Provider & Program Application



*Reporting Program Length - Full-time Weeks:	
*Reporting Program Format:	<input type="checkbox"/> In-person <input type="checkbox"/> Online, E-learning, or Distance Learning <input type="checkbox"/> Hybrid or Blended Program
Duration	
Duration:	
Duration Type:	<input type="checkbox"/> Semesters/Terms <input type="checkbox"/> Weeks <input type="checkbox"/> Hours <input type="checkbox"/> Months
Schedule Intensity:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Weekly Schedule:	
Classes Offered:	<input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Weekend <input type="checkbox"/> Summer
External Approvals	
Is this program listed on another state's ETPL?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost Details	
*Tuition/Fee:	
*Books:	
*Tools:	
*Other Costs (describe in Comments below):	
*Total Training Costs:	
Comments:	
Edu. Program Application Confirmation	
<p>*Providers requesting approval or re-approval of a training program must agree to the statement below.</p> <p>The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The</p>	

Eligible Training Provider List - Provider & Program Application



programs offered are available to the general public on a tuition basis.

Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual.

Name (Print): Abby Humphrey **Title:** Billing Specialist

Applicant Signature: *A Humphrey* **Date:** 07/08/2019

Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY

Date Received by LWDB	July 10, 2019
Date Approved by LWDB	
IWD LWDB Region #	10
Authorized LWDB Name (Print):	Patty Manuel
Authorized LWDB Signature:	

LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov

RAPIL: Projected Costs with Timeline
subject to change

Time Frame	Requirements	Projected Costs
Admission Costs	RAPIL Processing fee	\$50.00
	PRAXIS Core	\$150.00 to ETS
October	First course (4 credit hours) Second course (2 credit hours) Textbook:	\$1900.00 tuition \$185.00 technology fee \$50.00
January	Third Course (4 credit hours) Course fee for Supervision:	\$1250.00 tuition \$185.00 technology fee \$500.00
March	Fourth Course (4 credit hours) Course fee for Supervision	\$1250.00 tuition \$185.00 technology fee \$500.00
July	PRAXIS II subject assessment: pass test in 1 selected endorsement area. Obtain internship Fifth course (3 credit hours):	\$150.00 to ETS \$950.00 tuition \$185.00 technology fee
Upon receiving a contract offer for internship	Application for Intern License. FBI Fingerprint Background Check	\$85.00 to BOEE \$65.00 to BOEE
August	Sixth course (3 credit hours): Course fee for Supervision:	\$950.00 tuition \$185.00 technology fee \$500.00
January	Seventh course (3 credit hours) Eighth course (3 credit hours) Course fee for Supervision:	\$1900.00 tuition \$185.00 technology fee \$500.00
May	PRAXIS PPAT: pass prior to recommendation for Initial License Application for Initial License	\$300.00 to ETS \$85.00 to BOEE

Total projected tuition and fees for RAPIL license:

Tuition	\$8200.00
Technology Fees	\$1110.00
Course Fees	\$2000.00

RAPIL: Projected Costs with Timeline
subject to change

Other fees	\$885.00
Projected Total	\$12,745.00

Costs do not include travel to face-to-face classes, instructional materials, and other extra costs associated with attaining a teaching license.

Region: 10**Participating Partners: Title 1 (Kirkwood/IowaWORKS), Title 2 (Kirkwood), Title 2 (Iowa Workforce Development/IowaWORKS), Title 4 (Iowa Vocational Rehabilitation Services and Iowa Dept for the Blind)**

The Wintac Grant was received by the state of Iowa to support WIOA core partners evaluate current levels of coordination of services, and create goals around growing and expanding coordination in a meaningful way to have lasting impacts on our work with job seekers and businesses. The goal of the Wintac is to:

- 1) Assess our collaboration and coordination level in four areas:
 - a. Outreach and Intake
 - b. Business Engagement
 - c. Career Pathways
 - d. Career Services
- 2) Identify what level of coordination we would like to be at in one year.
- 3) Develop an action plan of activities to move towards greater coordination that is also directly linked to increasing our ability to serve job seekers and businesses.

Leadership from the core WIOA programs of Title 1 (Kirkwood/IowaWORKS), Title 2 (Kirkwood), Title 3 (Iowa Workforce Development/IowaWORKS), Title 4 (Iowa Vocational Rehabilitation Services and Iowa Dept for the Blind) worked together on the assessment of coordination and developing the following plan. This was completed as follows:

- a) Each leader self-assessing coordination levels on the assessment tool. (December 2018)
- b) Leadership meeting to share self-assessment results, discuss differences, and come to a consensus on current coordination level, as well as why and areas for growth. (December 2018)
- c) Next, the team developed a plan on how to increase coordination, prioritizing ideas into those that will have both the greatest impact on our services and are likely to be completed in approximately 1 year. (January 2019)

The current strategic plan ends June 30, 2019. We are proposing to utilize the Wintac grant plan outlined below as the FY 2020 RWDB strategic plan. We invite in any RWDB team members who would like to be part of our future strategic plan work sessions to provide guidance or input either in an ongoing capacity or on an ad hoc basis. This new plan, if approved by the RWDB, would start July 1, 2019 and run through June 30, 2020.

Activities and Tactics How will we do it?	Key Players Who should be involved?	Expected Outcomes What is the result?	Timeline When will we do it?	Progress Notes and Outcomes
<p>Outreach and Intake: Develop a referral committee composed of team members from each title to focus on how to best serve individuals and remove barriers to connecting individuals with core WIOA services.</p>	<p>Outreach Committee- Composed of staff from 4 titles (not management).</p> <p>Leadership Team-provides guidance to the outreach committee and supports implementation of their work.</p>	<ul style="list-style-type: none"> *Committee established *More comprehensive informational flyer articulating WIOA partner services *GeoSolutions referral process finalized and WIOA staff trained *Committee establishes goal for outreach activities completed (including targeted youth engagement) with 2 or more WIOA partners representing the entire WIOA system. *re-evaluate marketing materials being used by core WIOA partners 	<p>July 1, 2019-June 20, 2020</p>	<p>March 25, 2019-each title will identify 1-2 committee members by June 1, 2019. The WIOA Leadership team will meet with this committee in June to convey the goals of the committee.</p> <p>Next steps: Present to Board May 2019 Identify team members Present to new team members</p>
<p>Business Engagement: Identify a Title 1 and Title 2 team member to attend Business Service team meetings monthly to coordinate services for training completers, DW clients, and Title 2 IET/IELCE services.</p>	<p>Stephanie Hasakis-Title 2 Mike Rose-Title 1 Amy Eldred Hernandez-Title 1 Youth Team Bret Koenig-Title 4 BSR Team</p>	<ul style="list-style-type: none"> *Identify technology supports to encourage participation. *Determine appropriate participation level and meeting attendance. *More integrated approach to meeting business needs. *More opportunities for businesses and job seekers. 	<p>July 1, 2019 to June 30, 2020</p>	<p>March 25, 2019-By June 1, identify appropriate youth team member. The WIOA Leadership team will meet with this committee in June to convey the goals of the committee.</p> <p>Next steps: Present to Board May 2019 Identify youth team member Present to new team members</p>

Region 10 RWDB Strategic Plan FY 2020

		<ul style="list-style-type: none"> *Better understanding of business services offered by all core WIOA Titles. *Better coordination of sector board work among WIOA Partners. 		
<p>Career Pathways: Develop stronger communication, and education between sector boards and WIOA core staff to ensure job seekers are connected with appropriate job services and training.</p>	<p>Sector boards BSR Team All Staff Title 1 Title 4 – James Smith</p>	<ul style="list-style-type: none"> *ICR Iowa core activities shared with WIOA team and updates provided regularly. *Staff understand the connection between sector needs and our services *Youth services are tailored to connect you with the 6 main industry sectors in Region 10. 	<p>July 1, 2019 to June, 30, 2020</p>	<p>March 25, 2019-identified health care as the sector we plan to start with and will cross over to other sectors from there.</p> <p>Next steps: Present to Board May 2019 Identify youth team member Present to new team member Engage with health care sector board leadership.</p>
<p>Evaluation of Career Services: Coordinated programming for targeted populations such as ESL, HS completion students, individuals with disabilities and those with barriers. Continuous improvement of Career Services by hosting customer focus groups and completing regular surveys.</p>	<p>Leadership Team Customers Disability Access Committee</p>	<ul style="list-style-type: none"> *increased access to career services by targeted population groups *seek, analyze and incorporate customer feedback on career services to improve offerings (special outreach to youth populations) *establish a consistent focus group format and survey used by all partners 	<p>July 1, 2019 to June 30, 2020</p>	<p>March 25, 2019-Focus on increasing access to services and understanding the population using services. The learning from this group will inform the work of the Career Services committee. They will need to work closely together. We will plan to present together to this team.</p> <p>Next steps: Present to Board May 2019 Present to Career Services group.</p>

Special Programs Report FY20

Budget Overview

Special Programs Total Participant Budget					
	Additional FY19 Funds Carryover	Anticipated New FY20 Funds	TOTAL Budget	Expenditures	Funds Remaining
Gap Tuition Assistance IAGAP	\$24,320.04	\$312,711.00	\$337,031.04	\$49,124.07	\$287,906.97
Additional IAGAP Funds FY20		\$0	\$0	\$0	\$0

Other Funds					
	FY19 Carryover	Anticipated New FY20 Funds	TOTAL Budget	Expenditures	Funds Remaining
IA PACE—KPACE program	\$0	\$750,728.00	\$750,728.00	\$32,272.76	\$718,455.24
Kirkwood Community College Foundation ⁺	\$1,970.00	\$0	\$1,970.00	\$0	\$1,970.00
F&E&T Reimbursement Funds*	\$96,760.84	\$3,952.50	\$100,713.34	\$146.08	\$100,567.26

*Total available will increase as new funds are donated.

*Total available will increase as new reimbursement funds are received.

Special Programs Enrollments FY20

(7/1/19 – 6/30/20)

Gap Tuition Assistance	11
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E&T FFY18 (7/1/19 – 9/30/19)	2
E&T FFY19 (10/1/19 – 6/30/20)	n/a

E&T runs on the federal fiscal year. Data above was pulled for the timeframe to match the state fiscal year.

KPACE	0
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Fall cohorts begin in August 2019. Spring cohorts began in January and March 2020.

Credit enrollments typically happen at the beginning of the credit term.

Gap Tuition Assistance Program

Referrals

Referrals FY20	21
Historical Program Total	8497

Interviews

Interviews Scheduled FY20	9
Historical Program Total	2133

Approved Participants

Approved Participants FY20	11
Historical Program Total	1606

Participant Completions

Historical Program Total	1142 of 1472 = 77.58%
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Fiscal Year	In Training	Completed Training	Did Not Complete	Completion Rate
2016	0	88	19	88 of 107 = 82.24%
2017	0	101	29	101 of 130 = 77.69%
2018	0	136	53	136 of 189 = 71.96%
2019	17	143	43	143 of 186 = 76.88%
2020*	15	9	3	9 of 12 = 75.00%

*Includes carryover training participants from FY19.

Participant Employment

New Employment FY20	10 of 36	27.78%
Overall Employment FY20	10 of 36	27.78%
Historical Overall Employment	878 of 925	94.92%

New employment: Completer has obtained different employment since enrolling in the program.

Overall employment includes all completers who are working, including those who have new employment and those who have increased responsibility with the same employer.

Fiscal Year	New Employment	Same Employer (increased duties)	Deceased	Other FT Activities	Unable to Contact	Looking for work or need employer information	Overall Employment Rate
2016	59	3	0	1	2	0	62 of 62 = 100%
2017	59	4	0	10	7	0	63 of 63 = 100%
2018	96	2	0	22	1	4	98 of 102 = 96.08%
2019	74	3	0	24	10	5	77 of 82 = 93.90%
2020	10	0	0	0	0	26 ⁺¹	10 of 36 = 27.78%

*Many graduates completed training recently and are now pursuing employment.

¹ Those new graduates who are still looking for work on 6/30/19 and still engaged in services will be moved into the FY19 pool for employment.

Project status:

Program Information (to date)	FY16	FY17	FY18	FY19	FY20	Total
91 Hour Nurse Aide	42	42	99	61	6	544
Accelerated Welding Certificate	5	2	5	0	0	32
Administrative Professional Certificate	2	8	9	8	0	36
Business Application Specialist Certificate	5					6
Business Bookkeeping Computer Certificate	1	4	2	4	0	12
Call Center Customer Service Certificate	1	8	0	0	0	36
Central Sterilization Certificate			1	3	0	4
Certificate in Office Professionals	0					36
Certificate in Website Development	0	0	0	0	0	11
Class B CDL	1	1	4	3	0	17
CNC Machinist Certificate	3	7	15	0	0	45
Community Living Professional	0	0	0	0	0	0
Core Construction Certificate	1	1	0	0	0	2
EKG Technician	1	2	13	0	1	17
Electrical Specialist	0	0	4	4	0	17
Electro Mechanical Certificate	0	0				0
Gas Metal Arc Welding Sense I	10	2	2	0	0	14
Graphic Designer Certificate	4	1	7	3	0	17
Health Support Professional	0	0	4	0	0	4
Industrial Maintenance Certificate	0	0	0	0	0	1
Kirkwood Culinary KickStart Certificate	0	0	1	0	0	5
Manufacturing Welding Certificate			2	3	0	5
Medical Office Professional		4	1	0	0	5
Operator Certificate				7	0	7
Ophthalmic Assistant Certificate				0	0	0
Personal Support Professional	1	0	0	0	0	1
Phlebotomy	7	3	8	7	0	83
Production Operator Certificate				2	0	2
Sales Professional Certificate	0	0	0	0	0	0
Supervising in Healthcare Facilities	0	0	0	0	0	0

Transportation Service Class B Training Certificate	0	0	0	0	0	4
Transportation Specialist	0	0	0	0	0	0
Transportation Technician	0	0	0	0	0	0
Truck Driver Class A CDL	43	38	54	40	4	358
Unity Game Design Certificate				0	0	0
Web Designer Certificate	2	2	3	0	0	10
Other certificates no longer offered/available						275
TOTALS	129	125	234	145	11	1606

Gap Reporting Form - General Information

Revised July 2017

Institution	Kirkwood Community College			
Contact Person	Bethany Parker	319-365-9474 x31155	bparker@kirkwood.edu	
Quarterly Reporting Period	FY20	July 2019		FY20 Available (FY19 CF+FY20) \$ 337,031.04

Budget Summary

Line Item	Expenses per Quarter				YTD Expenditures
	Q1	Q2	Q3	Q4	
Direct Costs:					
Tuition & Books	\$46,080.41				\$46,080.41
Equipment	\$0.00				\$0.00
Fees/Assessment/Testing	\$900.00				\$900.00
<i>Subtotal</i>					\$46,980.41
Other Costs:					
Staff Support/Services	\$2,143.66				\$2,143.66
Total:	\$49,124.07	\$0.00	\$0.00	\$0.00	\$49,124.07

Participant Summary

Instructions: This subsection must be completed **quarterly**. Quarterly numbers must be **unduplicated**.

	Q1	Q2	Q3	Q4	YTD Total
Number of Completed Applications:	6				6
Number of Approved Participants:	11				11
Status of Approved Participants:					
Participating or Waiting to Participate:	46				46
Number of <u>Third</u> Party Credentials Received:	7				7

Financial Reporting
as of September 12, 2019
21% of the Year Completed*

Grant Name	Carryover	Total Grant	Total Budget	Staff & Overhead Expenditures	Participant Expenditures	Staff & Overhead Obligations	Participant Obligations	Unobligated Balance	% of FY18 Grant Spent/Obligated	% of Unobligated Funds
WIOA Admin	10,243	105,021	115,264	17,217	0	57,407	0	40,640	61.30%	38.70%
WIOA Adult	28,347	190,420	218,767	17,159	522	76,472	6,675	117,939	38.06%	61.94%
WIOA Dislocated Worker	38,867	305,707	344,574	46,261	9,373	207,282	24,892	56,766	81.43%	18.57%
WIOA Youth In School	4,000	112,268	116,268	7,150	128	30,459	0	78,531	30.05%	69.95%
WIOA Youth Out of School	28,671	336,803	365,474	54,734	17,827	167,987	43,371	81,555	75.79%	24.21%
KPACE	0	750,728	750,728	91,958	2,535	413,612	51,162	191,461	74.50%	25.50%
SNAP ADMIN**	0	170,647	170,647	153,574	0	4,500	0	12,573	92.63%	7.37%
GAP	24,320	312,711	337,031	6,353	60,613	28,508	42,754	198,803	36.43%	63.57%

Experiential Learning

Actuals	Current %
15,652.00	24.21%

***SNAP FY Oct - Sept

WIOA Wagner-Peyser Performance levels -- PY2018
Quarter 4

Region	RWIB	Employment 2nd Qtr (Entered Empl. [1st])			Employment 4th Qtr (Empl Retention 3rd)			Median Earnings 2nd Qtr after Exit			Region
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	
1	19090	76.8%	70%	63.0%	77.4%	65%	58.5%	\$6,600	\$5,500	\$4,950	1
2	19095	74.5%	70%	63.0%	74.0%	65%	58.5%	\$6,295	\$5,500	\$4,950	2
3 & 4	19160	75.2%	70%	63.0%	75.1%	65%	58.5%	\$6,418	\$5,500	\$4,950	3
5	19115	73.2%	70%	63.0%	71.0%	65%	58.5%	\$6,211	\$5,500	\$4,950	5
6	19030	73.6%	70%	63.0%	73.0%	65%	58.5%	\$6,390	\$5,500	\$4,950	6
7	19120	74.4%	70%	63.0%	74.4%	65%	58.5%	\$5,825	\$5,500	\$4,950	7
8	19155	71.4%	70%	63.0%	72.3%	65%	58.5%	\$6,605	\$5,500	\$4,950	8
9	19125	74.4%	70%	63.0%	75.3%	65%	58.5%	\$5,885	\$5,500	\$4,950	9
10	19130	73.7%	70%	63.0%	73.8%	65%	58.5%	\$6,035	\$5,500	\$4,950	10
11	19135	73.1%	70%	63.0%	73.6%	65%	58.5%	\$6,622	\$5,500	\$4,950	11
12	19140	78.4%	70%	63.0%	75.9%	65%	58.5%	\$6,748	\$5,500	\$4,950	12
13	19145	73.5%	70%	63.0%	71.3%	65%	58.5%	\$6,071	\$5,500	\$4,950	13
14	19150	68.7%	70%	63.0%	73.1%	65%	58.5%	\$6,168	\$5,500	\$4,950	14
15	19075	69.5%	70%	63.0%	70.5%	65%	58.5%	\$5,907	\$5,500	\$4,950	15
16	19080	76.3%	70%	63.0%	75.2%	65%	58.5%	\$5,948	\$5,500	\$4,950	16
State		74.1%	70%	63.0%	74.0%	65%	58.5%	\$6,231	\$5,500	\$4,950	State

*Discrepancy between regional outcomes and state final outcome is a result of reporting regional W-P outcomes not affiliated with a particular region. This will be further refined in upcoming quarters and with the final transition to a new data management and reporting system.

9/12/2019

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WIOA Adult Performance levels -- PY2018
Quarter 4

Region	RWIB	Employment 2nd Qtr (former Entered Empl. [1st])			Employment 4th Qtr (Empl Retention 3rd)			Median Earnings 2nd Qtr after Exit			Credential Attainment Rate			Measurable Skills Gain			Region
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	
1	19090	75.7%	72%	64.8%	76.3%	70%	63.0%	\$5,481	\$4,900	\$4,410	55.8%	66%	59.4%	30.1%	Baseline		1
2	19095	72.1%	72%	64.8%	73.7%	70%	63.0%	\$5,258	\$4,900	\$4,410	27.3%	66%	59.4%	5.1%	Baseline		2
3 & 4	19160	73.4%	72%	64.8%	73.7%	70%	63.0%	\$5,877	\$4,900	\$4,410	33.3%	66%	59.4%	22.2%	Baseline		3
5	19115	72.1%	72%	64.8%	68.9%	70%	63.0%	\$5,177	\$4,900	\$4,410	38.1%	66%	59.4%	30.2%	Baseline		5
6	19030	65.6%	72%	64.8%	69.7%	70%	63.0%	\$5,718	\$4,900	\$4,410	20.0%	66%	59.4%	6.4%	Baseline		6
7	19120	71.1%	72%	64.8%	71.4%	70%	63.0%	\$4,903	\$4,900	\$4,410	53.4%	66%	59.4%	37.1%	Baseline		7
8	19155	66.2%	72%	64.8%	66.5%	70%	63.0%	\$5,640	\$4,900	\$4,410	64.3%	66%	59.4%	5.4%	Baseline		8
9	19125	70.9%	72%	64.8%	72.5%	70%	63.0%	\$4,805	\$4,900	\$4,410	59.8%	66%	59.4%	11.5%	Baseline		9
10	19130	69.6%	72%	64.8%	70.3%	70%	63.0%	\$5,175	\$4,900	\$4,410	43.6%	66%	59.4%	9.8%	Baseline		10
11	19135	68.8%	72%	64.8%	70.4%	70%	63.0%	\$5,922	\$4,900	\$4,410	45.8%	66%	59.4%	14.7%	Baseline		11
12	19140	74.5%	72%	64.8%	73.6%	70%	63.0%	\$5,523	\$4,900	\$4,410	43.2%	66%	59.4%	11.5%	Baseline		12
13	19145	69.8%	72%	64.8%	69.0%	70%	63.0%	\$5,078	\$4,900	\$4,410	42.9%	66%	59.4%	23.6%	Baseline		13
14	19150	69.0%	72%	64.8%	69.3%	70%	63.0%	\$5,461	\$4,900	\$4,410	50.0%	66%	59.4%	12.2%	Baseline		14
15	19075	67.6%	72%	64.8%	67.5%	70%	63.0%	\$4,760	\$4,900	\$4,410	58.2%	66%	59.4%	42.4%	Baseline		15
16	19080	75.4%	72%	64.8%	74.3%	70%	63.0%	\$5,022	\$4,900	\$4,410	41.3%	66%	59.4%	13.2%	Baseline		16
State		70.8%	72%	64.8%	71.6%	70%	63.0%	\$5,326	\$4,900	\$4,410	46.5%	66%	59.4%	18.7%	Baseline		State

9/12/2019

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WIOA Dislocated Worker Performance Levels -- PY2018

Quarter 4

Region	RWIB	Employment 2nd Qtr (former Entered Empl. {1st})			Employment 4th Qtr (Empl Retention 3rd)			Median Earnings 2nd Qtr after Exit			Credential Attainment Rate			Measurable Skills Gain			Region
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	
1	19090	100.0%	73.0%	65.7%	94.4%	71.0%	63.9%	\$10,227	\$ 6,100	\$5,490	56.4%	66.0%	59.4%	71.4%	Baseline		1
2	19095	84.0%	73.0%	65.7%	88.9%	71.0%	63.9%	\$8,112	\$ 6,100	\$5,490	55.6%	66.0%	59.4%	0.0%	Baseline		2
3 & 4	19160	89.2%	73.0%	65.7%	90.1%	71.0%	63.9%	\$6,827	\$ 6,100	\$5,490	31.3%	66.0%	59.4%	45.8%	Baseline		3
5	19115	71.4%	73.0%	65.7%	71.4%	71.0%	63.9%	\$8,135	\$ 6,100	\$5,490	50.0%	66.0%	59.4%	57.1%	Baseline		5
6	19030	85.7%	73.0%	65.7%	90.9%	71.0%	63.9%	\$10,566	\$ 6,100	\$5,490	37.5%	66.0%	59.4%	77.8%	Baseline		6
7	19120	91.1%	73.0%	65.7%	90.1%	71.0%	63.9%	\$11,678	\$ 6,100	\$5,490	66.7%	66.0%	59.4%	55.8%	Baseline		7
8	19155	87.5%	73.0%	65.7%	76.9%	71.0%	63.9%	\$8,840	\$ 6,100	\$5,490	77.3%	66.0%	59.4%	10.0%	Baseline		8
9	19125	87.5%	73.0%	65.7%	93.2%	71.0%	63.9%	\$9,624	\$ 6,100	\$5,490	58.0%	66.0%	59.4%	18.4%	Baseline		9
10	19130	86.2%	73.0%	65.7%	87.7%	71.0%	63.9%	\$9,936	\$ 6,100	\$5,490	62.9%	66.0%	59.4%	24.6%	Baseline		10
11	19135	87.4%	73.0%	65.7%	86.8%	71.0%	63.9%	\$10,701	\$ 6,100	\$5,490	46.2%	66.0%	59.4%	42.6%	Baseline		11
12	19140	75.0%	73.0%	65.7%	83.9%	71.0%	63.9%	\$8,694	\$ 6,100	\$5,490	76.9%	66.0%	59.4%	30.3%	Baseline		12
13	19145	92.7%	73.0%	65.7%	84.6%	71.0%	63.9%	\$8,943	\$ 6,100	\$5,490	48.4%	66.0%	59.4%	45.3%	Baseline		13
14	19150	100.0%	73.0%	65.7%	92.3%	71.0%	63.9%	\$7,019	\$ 6,100	\$5,490	44.4%	66.0%	59.4%	17.6%	Baseline		14
15	19075	100.0%	73.0%	65.7%	79.1%	78.0%	70.2%	\$9,221	\$ 6,100	\$5,490	62.1%	66.0%	59.4%	38.7%	Baseline		15
16	19080	86.8%	73.0%	65.7%	78.0%	71.0%	63.9%	\$9,692	\$ 6,100	\$5,490	48.6%	66.0%	59.4%	31.0%	Baseline		16
State		88.8%	73.0%	65.7%	86.6%	71.0%	63.9%	\$10,000	\$ 6,100	\$5,490	54.0%	66.0%	59.4%	35.7%	Baseline		State

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WIOA Youth Performance Levels -- PY2018

Quarter 4

Region	RWIB	Placement in Empl., Educ., or Training Rate 2nd			Placement in Empl., Educ., or Training Rate 4th			Median Earnings 2nd Qtr after Exit			Credential Attainment Rate			Measurable Skills Gain		
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg
1	19090	70.8%	71.0%	63.9%	82.9%	71.0%	63.9%	\$4,434	N/A	N/A	75.0%	58.5%	52.7%	80.8%	Baseline	
2	19095	83.3%	71.0%	63.9%	61.5%	71.0%	63.9%	\$7,048	N/A	N/A	35.7%	58.5%	52.7%	16.7%	Baseline	
3&4	19160	92.9%	71.0%	63.9%	69.6%	71.0%	63.9%	\$4,475	N/A	N/A	52.2%	58.5%	52.7%	42.9%	Baseline	
5	19115	70.6%	71.0%	63.9%	80.6%	71.0%	63.9%	\$3,755	N/A	N/A	66.7%	58.5%	52.7%	29.4%	Baseline	
6	19030	68.8%	71.0%	63.9%	66.7%	71.0%	63.9%	\$3,052	N/A	N/A	47.6%	58.5%	52.7%	21.7%	Baseline	
7	19120	72.4%	71.0%	63.9%	62.5%	71.0%	63.9%	\$3,577	N/A	N/A	48.3%	58.5%	52.7%	57.1%	Baseline	
8	19155	75.0%	71.0%	63.9%	83.3%	71.0%	63.9%	\$7,443	N/A	N/A	66.7%	58.5%	52.7%	n/a	Baseline	
9	19125	58.5%	71.0%	63.9%	69.1%	71.0%	63.9%	\$2,950	N/A	N/A	57.4%	58.5%	52.7%	17.1%	Baseline	
10	19130	62.7%	71.0%	63.9%	69.4%	71.0%	63.9%	\$4,312	N/A	N/A	58.7%	58.5%	52.7%	42.3%	Baseline	
11	19135	74.4%	71.0%	63.9%	72.6%	33.3%	30.0%	\$3,848	N/A	N/A	56.7%	58.5%	52.7%	6.6%	Baseline	
12	19140	61.5%	71.0%	63.9%	83.3%	71.0%	63.9%	\$6,761	N/A	N/A	75.0%	58.5%	52.7%	18.2%	Baseline	
13	19145	100.0%	71.0%	63.9%	94.7%	71.0%	63.9%	\$5,632	N/A	N/A	66.7%	58.5%	52.7%	22.2%	Baseline	
14	19150	80.0%	71.0%	63.9%	60.0%	71.0%	63.9%	\$4,210	N/A	N/A	62.5%	58.5%	52.7%	26.3%	Baseline	
15	19075	72.1%	71.0%	63.9%	75.6%	71.0%	63.9%	\$3,365	N/A	N/A	62.2%	58.5%	52.7%	45.5%	Baseline	
16	19080	72.1%	71.0%	63.9%	72.4%	71.0%	63.9%	\$2,679	N/A	N/A	39.1%	58.5%	52.7%	23.1%	Baseline	
State		71.4%	71.0%	63.9%	71.8%	71.0%	63.9%	\$3,663	N/A	N/A	55.9%	58.5%	52.7%	30.3%	Baseline	



This report Reflects June-August 2019

**Current Job Openings
 Switched to IowaWORKS system in June**

	Statewide	Regional
June	9,665	1209
July	18,495	2673
August	79,728	5053

***Significant increase in job order in August due to indexed job feed being fixed**

<i>Unemployment Rates- County rates are not seasonally adjusted</i>			
	July 2019	June 2019	July 2018
United States (seasonally Adjusted)	3.7%	3.7%	3.9%
State of Iowa (seasonally adjusted)	2.5%	2.4%	2.4%
Benton	2.8%	2.6%	2.3%
Cedar	2.4%	2.3%	2.2%
Iowa	2.0%	1.9%	1.7%
Johnson	2.3%	2.2%	2.1%
Jones	2.6%	2.6%	2.4%
Linn	2.9%	2.8%	2.6%
Washington	2.3%	2.2%	2.0%

Cedar Rapids Recruiting Events:

ABM Janitorial 9
 Mississippi Valley Regional Blood Center 2
 PIC Group
 Kirkwood Healthcare 3
 Advanced Services 2

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



Team Staffing
Schneider Trucking 2
Trigo
Medirev
Delta Global Service 2
International Paper
DGS
ASInc 2

Iowa City Recruiting Events:

Affordable Cleaning 3
CDI Headstart
Advanced Services 2
Wieland Security
Marsden
Goodwill
Aerotek
Team Staffing
Kelly Services
US Cellular

Business Services activities:

June:

6/20: Kate assisted employers at the Registered Apprenticeship event in Mount Pleasant with region 16
6/20: Reconnect employer panel-6 employers and over 30 job seekers
6/21: Jones Co was designated as a HBI Community, with ceremony held locally
6/22: Sharon and Frank attended the Rollin Rally event at Kirkwood, promoting transportation

July:

7/11: Mace working with Cedar Co to become designated HBI Community
7/18: Reconnect employer panel-6 employers and over 30 job seekers
The business team focused a lot of their time assisting employers with their account in IowaWORKS, including third party agents.



August:

8/1: Kate coordinated a New Americans event with Cultural and Language Services Center at the University of Iowa; several panelists and estimated 50 employer attendees

8/1: Reconnect employer panel-7 businesses and around 20 job seekers

8/6 and 8/13: We have started the Healthcare Career Pathway Tours with 7 participating business thus far

8/8: Mace presented on HBI at UNI-CUE Veterans Event

8/15: Kate coordinated the "Recruiting is Marketing" event presentation with ICR Iowa; Curt was a panelist on Labor Market Information with 60 participating employers

8/15: Re-connect employer panel-8 employers and over 40 job seekers

8/15: Mace attended community partner and business event at the Freedom Foundation in CR

8/24 and 8/26: Sharon assisted International Paper with multiple testing/recruiting sessions for Process Operator at IowaWORKS

8/22 and 8/29: CR IowaWORKS began offering open interviews called "Grab A Job" with 15 employers and over 30 job seekers attending

Rapid Response Activities:

P&G: IowaWORKS continues to work closely with P&G regarding their transition over the next year. Due to significant attrition, P&G is working with Iowa WORKS and Kirkwood to recruit for full time, temporary production technicians.

ACT: Laying off 80 between November and December 2019: IowaWORKS meeting with leadership for rapid response planning

Cedar Rapids Gazette: Laying off 29 workers at the end of September. A rapid response meeting has been scheduled for 9/20/19 at the impacted location.

Kirkwood High School Completion Programs has had some changes since the end of PY19. Terry Rhinehart is the manager over the program. He comes to us from Anamosa State Penitentiary where he worked as a math instructor. Before that, Terry was in charge of our alternative program in Monticello at the Jones County Regional Center.

Stephanie Hasakis joins us as the ESL Program Supervisor.

Charles Wills came and visited with our students about the Light Manufacturing Program at Goodwill Industries. We are hoping students will see this as a valuable opportunity to help them with employment.