



## **Workforce Innovation and Opportunity Act**

# **Center Certification Policy**

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.



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Equal opportunity employment/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

## I. PURPOSE

To provide guidance and establish Northeast Workforce Development Board's (NEWDB) policy regarding Center Certification of the Oklahoma Works American Job Center (AJC) system in accordance with Oklahoma Office of Workforce Development (OOWD) policy issuance OWDI # 01-2019. This policy outlines the NEWDB process and procedure for completion and submission of the Center Certification.

These guidelines:

1. Establish minimum criteria for NEWDB to apply when assessing and certifying Oklahoma Works AJC's (One Stop Centers) in the Northeast Workforce Development Area (NEWDA);
2. Provide procedures for NEWDBs to evaluate and certify Oklahoma Works AJC's (One Stop Centers); and,
3. Prescribe timelines for local certification of Oklahoma Works AJC's (One Stop Centers) and for reporting outcomes to the State.

## II. BACKGROUND

WIOA envisions high-quality Oklahoma Works AJC (One Stop Center) systems that are business driven, customer-centered, integrated, and tailored to meet the needs of the local workforce development area. The law emphasizes the need for partnerships and strategies that align workforce development, education, and economic development programs with regional needs.

Each local area must have at least one physical comprehensive Oklahoma Works AJC (One Stop Center) location that provides on-demand access to career services, training services, employment services, and all required programs and data. These State criteria and procedures set the standards for which local workforce boards must apply to ensure each comprehensive and affiliate one-stop center meets minimum criteria for certification. Per WIOA Sec. 121 (g)(3), **LWDBs may develop additional criteria to respond to labor market, economic, demographic, or other conditions or priorities within their region or local area.**

High-quality, comprehensive Oklahoma Works AJC's (One Stop Centers) are designed to:

1. Serve jobseekers and workers by increasing access to, and opportunities for, employment, education, training, and support services that help them overcome barriers and succeed in the labor market; and
2. Serve businesses by, at a minimum, developing (including the provision of education and training for their current workforce) and/or finding (internally and through access to other supports) workers possessing the skills required to keep their companies globally competitive.

WIOA Sec. 121(g)(1) requires the State Workforce Development Board (state board), in consultation with chief local elected officials (CLEOs) and LWDBs, to establish objective criteria and procedures for use by LWDBs in assessing and certifying comprehensive and affiliate Oklahoma Works AJCs for effectiveness, including customer satisfaction, physical and technology accessibility, and continuous improvement. LWDBs must establish a certification team to certify Oklahoma Works AJC one-stop sites in order for those sites to share infrastructure costs among the required partners. In order to ensure an aligned schedule of updating the certification criteria and conducting the certifications, the OOWD

establishes that the certification team shall certify AJC sites every two years. In accordance with 20 CFR 678.800 (a)(3), when the LWDB serves as the Oklahoma Works AJC's One-Stop Operator, the state board must certify the Oklahoma Works AJC.

Establishing state standard certification criteria helps ensure a minimum level of quality and consistency of services in Oklahoma Works AJC's (One Stop Centers) throughout Oklahoma, regardless of their location. These criteria and procedures are also intended to ensure objectivity in the certification process while allowing local flexibility to develop additional criteria or service coordination requirements responding to the needs of their regional economies.

### III. REFERENCES

- The Workforce Innovation and Opportunity Act (WIOA) Sections 101(d)(6), 121(e)(2), 121(g)(1), 121(g)(3)
- Training and Employment Guidance Letter (TEGL) 16-16
- 20 CFR 678.800 (a)(3), and 188 CFR 678 Subpart F; 20 CFR 678.400-430; 20 CFR 678.800(b)); 20 CFR 361.400-430; 29 CFR 38; 34 CFR 463.410-430; 20 CFR 678.300(d)(3)
- Title I of the Americans with Disabilities Act, which applies to employment settings ([https://www.ada.gov/ada\\_title\\_I.htm](https://www.ada.gov/ada_title_I.htm))
- [Title II of the Americans with Disabilities Act](https://www.ada.gov/ada_title_II.htm), which applies to state and local governments ([https://www.ada.gov/ada\\_title\\_II.htm](https://www.ada.gov/ada_title_II.htm))
- Title III of the Americans with Disabilities Act, which applies to private places of public accommodation ([https://www.ada.gov/ada\\_title\\_III.htm](https://www.ada.gov/ada_title_III.htm))
- Oklahoma Works Access for All initiative (<https://www.okabletech.org/employment-services/oklahoma-works-access-for-all/>)
- OWDI #01-2019 Center Certification

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**IMPORTANTE!** Este document contiene información sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo para usted. Llame al Jeremy Frutchev 405.269.2821 para pedir asistencia en traducir y entender la información en este documento.

**BABEL NOTICE:** (29CFR 38.9(g)(3)): This document contains vital service information. If English is not your preferred language, please contact:

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*Karla Jackson*  
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To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711 (<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

## IV. POLICY

To ensure that the Oklahoma Works AJC system meets minimum quality standards, including the effective integration of services, the NEWDB maintains comprehensive, flexible and innovative that are employer-driven, customer-focused and performance based. Certification of the Oklahoma Works AJC system include the following:

### A. Types of Oklahoma Works AJC's (One Stop Centers)

#### 1. Comprehensive Center:

A comprehensive Oklahoma Works AJC (One Stop Center) is a physical location where job seeker and employer customers can access the programs, services, and activities of all required one-stop partners. A comprehensive Oklahoma Works AJC (One Stop Center) must have at least one title I staff person physically present.

The comprehensive Oklahoma Works AJC (One Stop Center) must provide:

1. Career services, described in 20 CFR 678.430 and TEGL 16-16;
2. Access to training services described in 20 CFR 680.200;
3. Access to any employment and training activities carried out under sec.134(d) of WIOA;
4. Access to programs and activities carried out by one-stop partners listed in 20 CFR 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program); and
5. Workforce and labor market information.

Customers must have access to these programs, services, and activities during regular business days and hours at a comprehensive Oklahoma Works AJC.

- a) "Access" to each partner program and its services means:

- 1) Having a program staff member physically present at the Oklahoma Works AJC (One Stop Center);
  - 2) Having a staff member from a different partner program physically present at the Oklahoma Works AJC (One Stop Center) appropriately trained to provide information to customers about the programs, services, and activities available through partner programs; or
  - 3) Making available a direct linkage through technology to program staff who can provide meaningful information or services.
- b) A “direct linkage” means providing direct connection at the Oklahoma Works AJC (One Stop Center), within a reasonable time, by phone or through a real-time Web- based communication to a program staff member who can provide program information or services to the customer.

A “direct linkage” cannot exclusively be providing a phone number or computer website that can be used at an individual’s home; providing information, pamphlets, or materials; or making arrangements for the customer to receive services at a later time or on a different day. If the direct linkage is provided via telephone, access must be a phone line dedicated to serving one-stop customers in a timely manner. If the direct linkage is provided via technology, access must enable trained staff to provide remote assistance through technology such as live web chat (e.g. Skype, Facetime), video conference, or other similar technology that involves a form of one-on-one assistance. As applicable and practical, Oklahoma Works AJC (One Stop Center) partners should make services accessible to individuals electronically in a way that improves efficiency, coordination, and quality in the delivery of Oklahoma Works AJC (One Stop Center) partner services.

All comprehensive Oklahoma Works AJC (One Stop Center) and the technology they provide to Job Seekers must be accessible to individuals with disabilities, as described in 29 CFR part 38, the implementing regulations of WIOA sec.188. Oklahoma Works Access for All was developed as a system-wide effort and includes two parts to the Oklahoma’s Accessibility Initiative certification in Oklahoma. One considers accessibility in the physical space and the other considers accessibility in technology. Both focus on the environments that job seekers interact with when participating in services provided by the Oklahoma Works Workforce System Partners. In the end, Oklahoma Works Workforce System Partners and Workforce Areas work through the Oklahoma Works Access for All process to achieve certification.

## **2. Affiliate Center:**

An affiliated site, or affiliate Oklahoma Works AJC (One Stop Center), is a site that makes available to job seeker and employer customers one or more of the Oklahoma Works AJC (One Stop Center) partners’ programs, services, and activities with a physical presence of combined staff more than 50 percent of the time the center is open. An affiliated site does not need to provide access to every required Oklahoma Works AJC (One Stop Center) partner program. The

frequency of program staff's physical presence in the affiliated site will be determined at the local level. Affiliated sites are access points in addition to the comprehensive Oklahoma Works AJC's (One Stop Center's) in each local area. If used by local areas as a part of the service delivery strategy, affiliate sites must be established in a manner that supplements and enhances customer access to services. All affiliated sites must be accessible to individuals with disabilities, as described in 29 CFR part 38, the implementing regulations of WIOA sec. 188.

If Wagner-Peyser Act employment services are provided at an affiliated site, there must be at least one or more other partners in the affiliated site with a physical presence of combined staff more than 50 percent of the time the center is open. Additionally, the other partner must not be the partner administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs. If Wagner-Peyser Act employment services and any of these 3 programs are provided at an affiliated site, an additional partner or partners must have a presence of combined staff in the center more than 50 percent of the time the center is open.

In conjunction with the state, the NEWDB, must examine lease agreements and property holdings throughout the One Stop delivery system in order to use property in an efficient and effective way. Where necessary and appropriate, the State and the NEWDB must take expeditious steps to align lease expiration dates with efforts to consolidate Oklahoma Works AJC (One Stop Center) operations into service points where Wagner-Peyser Act employment services are co-located as soon as reasonably possible. These steps must be included in the State Plan.

### **3. Specialized Center:**

Any network of One Stop partners or specialized centers, as described in 20 CFR 678.300(d)(3), must be connected to the comprehensive One Stop Center and any appropriate affiliate one-stop centers, for example, by having processes in place to make referrals to these centers and the partner programs located in them. Wagner-Peyser Act employment services cannot stand alone in a specialized center. Unlike comprehensive and affiliate centers, specialized centers do not need to be certified.

## **B. Minimum Certification Criteria**

The Governor's Council for Workforce and Economic Development (GCWED or The Council), in consultation with the CLEO and NEWDB, must establish objective criteria and procedures to apply when certifying comprehensive and affiliate Oklahoma Works (One-Stop) Centers.

Categories comprising the Oklahoma Works AJC (One Stop Center) certification criteria include:

- Customer Focus
- Operations and Infrastructure
- Equal Opportunity and Accessibility
- Personnel
- Continuous Improvement

These categories of criteria stem from the four larger categories identified in WIOA. These are:

### 1. Effectiveness Criteria

These criteria evaluate the comprehensive and affiliate Oklahoma Works AJC's (One Stop Center) effectiveness in meeting the workforce development needs of participants and the employment needs of businesses. They also evaluate whether the center is operating in a cost-efficient manner, coordinating services among partner programs physically or through direct linkage on demand and in real time, and providing maximum access to partner 6 program services at times that meet participant needs, including providing services outside of regular business hours where there is a workforce need, as identified by the NEWDB. (20 CFR 678.800(b)). Effectiveness also means required partners focus on outcomes and have the capacity to measure attainment of goals and other outcomes.

### 2. Physical Accessibility

Criteria Minimum certification criteria are required by WIOA to evaluate the comprehensive and affiliate Oklahoma Works AJC's (One Stop Center) physical accessibility. This includes ensuring that the center's location and layout are inclusive of individuals regardless of their range of abilities and mobility, and that reasonable accommodations for access are provided, when appropriate. This also requires the physical characteristics of the facility to conform to checkpoints found in the Oklahoma Works Access for All initiative Physical Accessibility Checklist.

[https://www.okabletech.org/wp-content/uploads/2017/08/PhysicalSite\\_Accessibility\\_Checklist.docx](https://www.okabletech.org/wp-content/uploads/2017/08/PhysicalSite_Accessibility_Checklist.docx).

Physical accessibility also involves **technology accessibility** (see details below in programmatic accessibility criteria).

### 3. Programmatic Accessibility Criteria

These criteria evaluate the comprehensive Oklahoma Works AJC's (One-Stop Center) programmatic accessibility, ensuring it provides equal access to all required programs, services, and activities to eligible participants and to employers regardless of their range of abilities, mobility, age, language, learning style, intelligence, or education level. Essentially, services must be made available without unlawful discrimination.

Programmatic Accessibility actions include, but are not limited to:

- 1) Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against any persons, including those with disabilities;
- 2) Administering programs in the most appropriate integrated setting;
- 3) Communicating with persons with disabilities as effectively as with others; and
- 4) Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of, the program or activity.

### **Technology**

In addition, minimum certification criteria are required in Oklahoma to evaluate the One-Stop Center's technology environment for accessibility. This includes ensuring that the center's website, social media and other software offered for use by Job Seekers is accessible. Such technology must adhere to the Web Content Accessibility Guidelines 2.0, Level AA. In addition, the Center must conform to the Oklahoma Works Access for All Information and Communication Technology Checkpoints (<https://www.okabletech.org/employment-services/oklahoma-works-access-for-all/roadmap-for-accessibility-certification/information-and-communication-technology-ict-checkpoints/>). In instances where the center does not meet all of the checkpoints, the center will create an Equally Effective Alternative Access Plan.

The full Oklahoma Works Access for All certification process (<https://www.okabletech.org/employment-services/oklahoma-works-access-for-all/roadmap-for-accessibility-certification/>) details the requirements necessary, and provides tools, to receive certification under Oklahoma Works Access for All initiative.

#### **4. Continuous Improvement Criteria**

These criteria evaluate the comprehensive and affiliate Oklahoma Works AJC's (One Stop Center) continuous improvement, meaning the center has the mechanisms and processes in place and has the capacity to assess and improve upon the effectiveness, physical accessibility, and programmatic accessibility of the center. This includes a regular process for identifying and responding to technical assistance needs, a regular system of continuing professional staff development, and having systems in place to capture and respond to specific customer feedback. Continuous improvement also includes supporting the achievement of the negotiated levels of performance for the local indicators of performance (20 CFR 678.800(c)).

Detailed certification criteria are identified in Attachment A: Oklahoma Works AJC (One Stop Center) Certification Checklist (Attachment B). To evaluate Oklahoma Works AJCs on the required certification criteria, NEWDBs must use the Certification Checklist. GCWED, in consultation with CLEO and NEWDB, must review and update the Certification Checklist criteria every two years as part of the review and modification of the WIOA State Plan.

Under the provisions of OWDI #01-2019, the NEWDB has established additional criteria than that established by the State, to include Center Certification Pre-Assessment and Request for affiliate centers by the One Stop Operator. Additional criteria established by NEWDB must also be reviewed and updated every two years as part of the WIOA Local Plan update process. Additional criteria are clearly identified in addenda to the Certification Checklist.

### **C. Procedure for Local Certification of Comprehensive and Affiliate Oklahoma Works AJC (One-Stop Center)**

- 1. Center Certification Pre-Assessment-** The NEWDB requires the One Stop Operator and Center



Staff to administer an on-site center assessment utilizing the OWDI Center Certification Checklist (Attachment B) in the months prior to the application submission or CCT on-site review. The one stop operator should note any outstanding practices by the Oklahoma Works AJC's (One Stop Center) system and any areas that were not met. For measures not met, the One Stop Operator should provide the NEWDB with a solution and time line for meeting the measure(s).

2. **Request-** The One Stop Operator will submit an application requesting certification for each comprehensive and affiliate center utilizing the Center Certification Application (Attachment A) to the Board in December of even number years. Application should include:
  - Organization name;
  - Date;
  - Contact person;
  - Phone;
  - Email;
  - Site to be certified;
  - Website;
  - Hours of operation;
  - Current Certification Status (not applicable for initial certification request); and
  - Desk Review materials – including any written procedures, business plans, Oklahoma's Accessibility Initiative certifications, Emergency Action Plans, and other related items.
3. **Center Certification Team (CCT)-** The NEWDB will establish Oklahoma Works AJC's (One Stop Center) certification teams who are responsible for conducting independent and objective evaluations of one-stop sites and making certification recommendations to the NEWDB. NEWDB has discretion in forming the review team's size and membership. The NEWDB certification team must include a minimum of two evaluators. Foremost, certification team members must be free of conflicts of interest in the Center. For example, those conducting the review and recommending certification must not include any program partner with staff physically co-located in the Center or a One-Stop Operator who is responsible for the delivery of career services within the center. The NEWDB Certification team may include local experts who represent targeted populations, experts from the state level, a third-party evaluator, or experts from outside of the local area to ensure evaluations are objective, so long as they have no conflict of interest with the comprehensive and affiliate site(s). The NEWDB Certification team will not be comprised of NEWDB members, the local area One-Stop Operator, or the NEWDB fiscal agent. The NEWDB Certification team will only include one NEWDB staff member. A representative from the team should be identified as the primary contact person.
4. **Documentation-** The local review team must identify hard data and documentation when making their determination. This data may include: reports, minutes, signed MOUs, procedures manuals, customer satisfaction data, surveys and questionnaires, and interviews with customers, partners, and staff, and performance information. The CCT identified primary contact person will coordinate the request of documentation to begin a desk and onsite review, such as memorandums of understanding, reports, performance information, procedures manuals,

customer satisfaction surveys, etc. with the One Stop Operator.

5. **Desk Review-** The local review team's primary contact person will provide the Certification Review Team with the certification request, mandated checklist and electronic materials to begin a desk review. The review team members should familiarize themselves with the materials provided, as they will be helpful during the on-site reviews. The NEWDB requires the desk review be completed within thirty (30) days of the request. The desk review should be completed within 30-days of the request.
6. **On-Site Review-** The local review team will conduct an on-site review. This be scheduled and conducted within sixty (60) days of the request. Team members will evaluate each met/not met and scored criteria, and after evaluation will come to consensus for each of the criteria evaluated.
7. **Center Evaluation-** Center Certification Team (CCT), will utilize the appropriate Certification Checklist (Attachment B) provided under state guidance, OWDI #01-2019 (or subsequent guidance). Upon completion of the evaluation there are four certification determinations that may be assigned to each Oklahoma Works AJC's (One-Stop Center):

- **Certification,**
- **Provisional certification with a requirement that one-stop operators provide action plans and timelines for meeting certification standards, and**
- **Not certified or decertified.**

Certification is determined by a combination of the percentage of each type of criteria met:

- **Full Certification:**

Certification may be awarded if 100% of met/not met criteria and an average score of "2" or higher for each category is achieved.

- **Provisional Certification:**

Provisional certification may be awarded if 75-100% of met/not met criteria and an average score of "1.5" or higher for each category of certification.

- **Not Certified or Decertified:**

Centers may not be considered certified and/or will be decertified if less than 75% of met/not met criteria and/or the average score for each category is less than "1.5".

8. **Center Evaluation Certification Frequency-** Oklahoma Works AJC's sites will be evaluated and certified no less than once every two years. NEWDB may direct "for- cause" site evaluation and certification as determined appropriate and warranted, as a result of a complaint or concern. Centers applying for continued certification of the same type (comprehensive or affiliate) will be evaluated no less than once every two years. Centers applying for new certification and centers who have relocated to a new physical site must complete the certification review process within 60 days of being open for service to the public.

9. **Continuous Improvement Criteria-** In support of the goal of continuous improvement, the One Stop Operator will coordinate with co-located partners to ensure the comprehensive and affiliate Oklahoma Works (One-Stop) Center's engage in continuous improvement. Meaning, the center has the mechanisms and processes in place and has the capacity to assess and improve upon the effectiveness, physical accessibility, and programmatic accessibility of the center. This includes a regular process for identifying and responding to technical assistance needs, a regular system of continuing professional staff development, and having systems in place to capture and respond to specific customer feedback. Continuous improvement also includes supporting the achievement of the negotiated levels of performance for the local indicators of performance (20 CFR 678.800(c)). The NEWDB uses monthly Core Partner Calls and Weekly Stand Up meetings to identify technical assistance needs, provide professional development and review customer feedback as well as discussion of the performance indicators.
10. **Non-Certification-** If an existing comprehensive and affiliate Oklahoma Works AJC's (One Stop Center) is ultimately not certified following a standard or "for-cause" evaluation, the One Stop Operator must present a plan to the NEWDB to ensure continuity of service between the time a site is not certified and another has been found and certified.
11. **Review of Certification Procedures-** Both the State board and LWDBs must review and update the evaluation criteria every two years as part of the review and modification of the state and local planning process.
12. **Exit Interview-** The CCT shall hold an exit interview with the One Stop Operator, Board Staff and relevant partners within two (2) weeks of the on-site review. The exit interview should note any outstanding practices by the Oklahoma Works AJC's (One Stop Center) system and any areas that were not met. For measures not met the One Stop Operator should provide the review team with a solution and time line for meeting measures.
13. **Certification Determination-** Once the review has been completed, the CCT shall present, within thirty (30) days, the completed Certification Checklist and a letter signed by the Local Certification Team to the NEWDB recommending which of the four determinations to assign to the center: (1) certification, (2) provisional certification with a requirement that one-stop operators provide action plans and timelines for meeting certification standards, or (3) not certified or decertified.

**Provisional certifications-** CCT must provide a detailed description of the issues/concerns identified so One Stop Operator has sufficient information around which to develop required action plans and timelines.

Once the recommendation is approved by the NEWDB, the board shall obtain the signature of the CLEO(s) for final approval. In the event the CCT recommends that a comprehensive or affiliate Oklahoma Works AJC's (One Stop Center) not be certified, the NEWDB will send a letter signed by the CCT to the One Stop Operator with specific corrective action items that must be addressed before certification can be approved. A copy of the letter shall also be sent electronically to OOWD. Once the One Stop Operator informs the NEWDB that all issues

preventing certification have been resolved, the NEWDB designee can reconvene the CCT to conduct a follow-up evaluation using the same method as the initial evaluation.

Once the LWDB and CLEO approve the certification of a comprehensive or affiliate Oklahoma Works AJC's (One Stop Center), the LWDB chair or designee submits electronically all executed letters and copies of the completed Certification Checklist and necessary documentation to OOWD. *The core and required partners must share infrastructure cost of the certified comprehensive center regardless of State or Local funding mechanism.*

14. **Re-Certification-** In order to be eligible to receive infrastructure funding under the state infrastructure funding mechanism, the One Stop Center must be certified every 2 years. Centers applying for new certification and centers who have relocated to a new physical site must complete the certification review process within 60 days of being open for service to the public.

#### **D. Ongoing Reporting of Certification Reviews and Approvals**

Each time NEWDB reviews and updates the certification criteria and process for the comprehensive or affiliate Oklahoma Works AJC's (One Stop Centers), an electronic update must be submitted to OOWD.

Each time the certification team conducts a for-cause review, certifies, or decertifies a comprehensive or affiliate one-stop center or provides an action plan for improvement, the NEWDB will electronically submit the executed letter and a completed Certification Checklist with necessary documentation to OOWD.

**TIMELINE:** *Certification is a prerequisite for one-stop centers to be eligible to receive infrastructure funding.* If the NEWDB is unable to certify all of its comprehensive and affiliate Oklahoma Works AJC's (One Stop Centers) by the deadline as established by OOWD, the NEWDB will submit a Certification Extension Plan electronically to OOWD by the same date.

The timeline for the center certification process shall be as follows:

- By September 30, 2021 and every two years thereafter, all the NEWDB will submit center certification documentation as per the guidelines to OOWD.
- As per OWDI # 01-2019 Change 1, any LWDB who is the one-stop operator, must submit a self-assessment of the criteria from a certification team as described in policy guidance. Within 90 days, the state board will review, verify, and issue a decision with required continuous improvement plans as applicable. In this instance, the NEWDB will be responsible for coordinating the certification review and submitting the evaluation documentation to OOWD for state board approval. The members of the certification team must be submitted to OOWD prior to evaluation for approval of the team members.
- If an Oklahoma Works AJC does not meet certification requirements, the NEWDB will set target dates and action plans to be completed by October 31, 2021 and every two years thereafter.

If a the NEWDB is unable to certify all of its comprehensive and affiliate Oklahoma Works AJC (One-Stop) by the deadline, the NEWDB will submit a Certification Extension request to OOWD by August

31st (30 days prior to the certification deadline). The extension request must include:

- a list of centers not yet certified,
- an explanation of why they are not yet certified,
- a plan using the timeline below for how the LWDB that has uncertified centers will certify them, and a technical assistance request (if needed) to complete the certification by the timeline below.

Deadline	Deliverable
<b>April 30</b>	All Centers notified of baseline requirements and certification criteria so they may prepare to meet the certification requirements.
<b>June 30</b>	LWDBs unable to certify comprehensive and affiliate centers by August 31, 2019, must submit to the State Board their Certification Extension Plan.
<b>August 31</b>	The LWDB completes the certification process.
<b>August 31</b>	Any LWDB who is the One Stop Operator, must submit a self-assessment of the criteria to the state board for review, verification, and a decision.
<b>September 15</b>	For those centers that did not meet certification requirements, the board must set target dates and action plans to be completed by October 31, 2019.
<b>September 30</b>	The LWDB submits to the state board the Board – approved certification decision with required continuous improvement plans.
<b>November 30</b>	For any LWDB who is the One Stop Operator, the State Board will issue a certification decision with required continuous improvement plans.

**V. EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:**

*All Recipients, and Sub recipients/Sub grantees must comply with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.*

**VI. POLICY ADDITIONS AND CLARIFICATIONS:**

The NEWDB Executive Director is authorized to issue additional instructions, guidance, approvals, forms, etc. to further implement the requirements of this policy.

**VII. ATTACHMENTS:**

Attachment A: Center Certification Application

Attachment B: Center Certification Checklist

**Approved by NEWDB 05.12.21**



**Northeast Workforce Development Board**

5238 OK Hwy 167  
Catoosa, OK 74015  
918-907-0902

**CENTER CERTIFICATION APPLICATION**

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Site to be Certified: \_\_\_\_\_ Site Address: \_\_\_\_\_

Website: \_\_\_\_\_

Certified as a/an:

- Comprehensive Center
- Affiliate Center

Hours of Operation: \_\_\_\_\_

Current Certification Status: \_\_\_\_\_

Desk Review Materials Provided (written procedures, business plans, Access for All Certification, etc.):

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\_\_\_\_\_  
One Stop Operator Signature

\_\_\_\_\_  
Date

## Evaluation Summary for Oklahoma Works AJC Certification

### Center Information

Local Area Name:	
Oklahoma Works AJC Name & Address:	
Type of Center:	Comprehensive      Affiliate      Specialized
Date of On-Site Evaluation:	

### Certification Team

Evaluator Name:			
Evaluator Email:			
Evaluator Phone Number:			

### Scoring

	# Items Met	# Items Not Met	Avg. Section Score
Customer Focus			
Operations & Infrastructure			
Equal Opportunity & Accessibility			
Continuous Improvement			
Personnel			

### Per OWDI #:

- **Full certification** may be awarded if 100% met/not met criteria *and* an average score of “2” or higher for each category is achieved.
- **Provisional certification** may be awarded if 75-99.99% of met/not met criteria *and* an average score of “1.5” or higher is achieved for each category of certification.
- **Not certified or decertified** is achieved if less than 75% of the met/not met criteria *and/or* the average score for each category is less than “1.5”.

## Oklahoma Works AJC Certification Checklist (for Affiliate & Comprehensive Centers)

### Customer Focus

Local Area Name:	
Oklahoma Works AJC Name & Address:	
Type of Center:	<input type="checkbox"/> Comprehensive <input type="checkbox"/> Affiliate <input type="checkbox"/> Specialized
Date of On-Site Evaluation:	
Evaluator Name:	

### Must Meet Criteria

		Met	Not Met
CF.1	The Oklahoma Works AJC provides access to customers for skill development and training opportunities in a wide range of skill levels and levels of experience.		
CF.2	Customers have access to both on-site and virtual services including: basic and individualized career services, training services, education services, employment services, supportive services, and business services at/through the one-stop center.		
CF.3	Oklahoma Works AJC hours are easily identifiable. The Oklahoma Works AJC ensures that customers are provided access to services in normal business hours and is able to assist customers outside of regular business hours to accommodate customers' work, child care, or transportation needs. Discussions regarding business hours are conducted periodically within the center meetings.		
CF.4	A customer satisfaction feedback process is in place and issues are addressed regularly.		
CF.5	The Oklahoma Works AJC implements the veteran's preference and priority of service requirements.		
CF.6	The Oklahoma Works AJC is striving to meet the Oklahoma Works Workforce Access for All Standards and/or there is an active EEAAP plan in place for continuous improvement. Technology is available to assist all customers.		
CF.7	The Oklahoma Works AJC regularly identifies areas of needed technical assistance to improve business results and taps available resources to obtain needed assistance.		
CF.8	The Oklahoma Works AJC actively conducts outreach and provides access to non-co-located partner customers to participate in one-stop center-based services such as workshops and recruitment events.		
CF.9	Staff can explain the circumstances when individuals with disabilities receive separate or different services and that they are ensured to be as effective as services provided to others.		



**Scored Criteria**

		Score		
CF.10A	The Oklahoma Works AJC has a system in place to promptly greet all customers, identify their needs and reason for their visit, and quickly connect them to appropriate services.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations
CF.11B	The Oklahoma Works AJC staff is readily available to assist customers and staff are integrated in the one-stop system (and not just their specific program). All staff contribute to providing a positive experience for every customer.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations
CF.12C	The Oklahoma Works AJC offers a wide range of one-stop center-based services for employers including referral of qualified candidates, on-site recruitment, pre-employment testing, skills verification, and hiring and training subsidies. All Oklahoma Works AJC staff are able to make knowledgeable referrals to partner programs.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations

**Evaluator Notes**

## Operations and Infrastructure

Local Area Name:			
Oklahoma Works AJC Name & Address:			
Type of Center:	Comprehensive	Affiliate	Specialized
Date of On-Site Evaluation:			
Evaluator Name:			

### Must Meet Criteria

		Met	Not Met
OI.1	The “Oklahoma Works a proud partner of the American Job Center network” identifier is highly visible inside and outside of the facility and meets state criteria. <b><i>If Not: There is a plan in place for the center to display “Oklahoma Works a proud partner of the American Job Center network” inside and outside of the facility and meets state criteria.</i></b>		
OI.2	Adequate parking (including accessible parking) is available for customers who drive to the facility.		
OI.3	Meeting rooms are available to meet partner and/or job seeker and business customer demands.		
OI.4	Safety and security precautions are in place to protect both customers and staff.		
OI.5	The resource area has workspace and computer stations available to meet customer needs. Assistive technology, devices or other auxiliary aids are readily available to assist those with disabilities and those who are non-English speaking.		
OI.6	Resource areas include up-to-date information about the services and supportive services available. The Oklahoma Works AJC’s resources include bilingual materials or an on-demand translation service, if needed.		
OI.7	Internet access is available at the center. There is a policy in place to prevent abuse and misconduct of internet access.		
OI.8	All services are available on demand through a direct connection with the one-stop center within a reasonable time, either through onsite staff or via real-time technology consistent with the “direct linkage” requirement. Phone real-time Web-based communications or other technology is physically present, enables real-time interaction (e.g., via Skype). <b><i>(Comprehensive Center only)</i></b>		

### Scored Criteria

		Score		
OI.9A	The Oklahoma Works AJC reflects a professional and	3 – Exceeds	2 – Meets	1 – Meets

	friendly environment. The Oklahoma Works AJC has a system in place to promptly greet all customers, identify their needs and reason for their visit, and quickly connect them to appropriate services.	expectations	expectations	minimum expectations
OI.10B	The Oklahoma Works AJC strives to increase the number and percentage of all customers placed in high wage, sustainable employment.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations
OI.11C	The required one-stop partners meet on a regular basis to discuss the Oklahoma Works AJC system and the Oklahoma Works AJC’s contribution to the system, and makes recommendations for continuous improvement.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations

**Evaluator Notes**

## Equal Opportunity & Accessibility

Local Area Name:			
Oklahoma Works AJC Name & Address:			
Type of Center:	Comprehensive	Affiliate	Specialized
Date of On-Site Evaluation:			
Evaluator Name:			

### Must Meet Criteria

		Met	Not Met
EOA.1	The physical and programmatic accessibility of the one-stop center has been assessed by the local board, as required in 20 CFR 679.370.		
EOA.2	The Emergency Action plan is up to date and easily accessible. (29 CFR Part 1910.38; 29 CFR Part 1910.38)		
EOA.3	The Oklahoma Works AJC is accessible consistent with Oklahoma’s Accessibility Initiative standards found on the ABLE Tech website and is accessible to the Web Content Accessibility Guidelines 2.0, AA.		
EOA.4	The Local Equal Opportunity Officer periodically reviews the one-stop center’s policies, procedures, and facility for accessibility and equal opportunity and provides recommendations and technical assistance.		
EOA.5	There are procedures in place to receive and respond to programmatic grievances and complaints.		
EOA.6	All program services area made available to and are accessible to all individuals, including those with disabilities as detailed in the Oklahoma Works Workforce Access for All initiative.		
EOA.7	Phone, real-time Web-based communications or other technology is physically present, enables real-time interaction (e.g., via Skype) and is accessible to the Web Content Accessibility Guidelines 2.0, AA.		

### Scored Criteria

		Score		
EOA.8A	Assistive technology devices or other auxiliary aids are readily available.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations
EOA.9B	The Oklahoma Works AJC’s resources include bilingual materials or an on-demand translation	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum

	service and are tailed to the populations served.			expectations
EOA.10C	Program partner staff are able to demonstrate they know how to use assistive technologies and are aware of the available resources.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations

**Evaluator Notes**

## Continuous Improvement

Local Area Name:			
Oklahoma Works AJC Name & Address:			
Type of Center:	Comprehensive	Affiliate	Specialized
Date of On-Site Evaluation:			
Evaluator Name:			

## Must Meet Criteria

		Met	Not Met
CI.1	The policies, processes, and actions of the one stop center support the achievement of all partners' negotiated local levels of performance.		
CI.2	Performance data is tracked for daily operations and overall one stop centers performance and trends are identified.		
CI.3	Customer satisfaction survey records indicate regular data collection. Customer satisfaction surveys are segmented by the type of customer (employer or job seeker) and allows for comments to be provided by customers.		

## Scored Criteria

		Score		
CI.4A	The Oklahoma Works AJC regularly uses results from performance reports and customer satisfaction surveys to identify strategies and set goals in order to improve outcomes.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations
CI.5B	A process is in place to receive and resolve customer complaints promptly and effectively.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations
CI.6C	The Oklahoma Works AJC is to increase the number and percentage of all customers receiving skills development and training services.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations

## Evaluator Notes

## Personnel

Local Area Name:	
Oklahoma Works AJC Name & Address:	
Type of Center:	Comprehensive      Affiliate      Specialized
Date of On-Site Evaluation:	
Evaluator Name:	

## Must Meet Criteria

		Met	Not Met
P.1	Roles and responsibilities of the one-stop operator within the Oklahoma Works On-Stop Center are clearly defined.		
P.2	Professional Development is provided to all Oklahoma Works AJC staff, including customer service and customer-centered design training.		
P.3	Program partner staff trainings are regularly provided on Equal Opportunity practices.		
P.4	Staff at the Oklahoma Works AJC are cross-trained and provided information on all required programs, services, and activities in the Oklahoma Works AJC and have received an orientation to all partner programs and services.		
P.5	There is evidence that career services are provided within the Oklahoma Works AJC.		
P.6	If there is at least one Wagner-Peyser ES staff physically located in the center, then there is at least one other system partner physically present in the center. <b>(Comprehensive Center only)</b>		
P.7	All Oklahoma Works AJC staff are able to make knowledgeable referrals to partner programs.		
P.8	The Oklahoma Works AJC has regular staff meetings with Oklahoma Works AJC staff to build relationships, provide updates on center activities, and discuss strategies for one-stop center improvement.		
P.9	Continuous improvement plans are developed when required partners or customers identify barriers to participation in services.		

## Scored Criteria

		Score		
P.10A	The Oklahoma Works AJC engages in an interactive process to identify and provide reasonable accommodations and meet individual's needs, as	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations

	necessary (e.g. – allowing an individual with cognitive disabilities extra time to complete forms). The process includes a procedure for handling requests for accommodations.			
P.11B	Oklahoma Works AJC staff are able to demonstrate on how the use labor market information to help customers identify career pathways, develop in-demand skills and credentials, and find jobs.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations
P.12C	Program partner staff are able to effectively and appropriately communicate with individuals with disabilities.	3 – Exceeds expectations	2 – Meets expectations	1 – Meets minimum expectations

**Evaluator Notes**