



Oklahoma Office of Workforce Development
900 N. Portland Ave.
Oklahoma City, OK 73107

TECHNICAL ASSISTANCE - #TA-06-2017

DATE: October 3, 2017

RE: Center Certification Reviews for Oklahoma Works (One-Stop) Centers

Please consider the following information as technical assistance for establishing an agreement between two local areas for the purpose of completing the required center certification reviews for the Oklahoma Works (One-Stop) Centers in accordance with OWDI #7-2017.

OWDI #7-2017 defines the center certification team as the following:

Oklahoma Works (One-Stop) Center certification teams will be established by the Local Workforce Development Boards (LWDBs) and are responsible for conducting independent and objective evaluations of one-stop sites and making certification recommendations to LWDBs. The LWDB has discretion in forming the review team's size and membership. 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 co-located in the center, or a one-stop operator who is responsible for the delivery of career services within the center. Certification teams 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). Certification teams must not be comprised of that area's LWDB members and staff. A representative from the team should be identified as the primary contact person.

Travel costs incurred with the review of each center will be the responsibility of each party. For example, Local Area 1's certification team will travel to Local Area 2's Oklahoma Works Center for center certification; Local Area 1 will be responsible for the allocation and reimbursement of its own certification team travel costs that are incurred. Each local WDB should budget for the costs associated with the certification of the one-stop centers in their local area. Per the Uniform Guidance, costs are allocable based on the benefits received. The costs associated with the certification(s) in a local area should be charged to the budget for that area (even if performed by another WDB or third party.)



_____ Board center certification team will be made up of the following:

PRIMARY CONTACT NAME:

ORGANIZATION:

OTHER TEAM MEMBERS:

_____ Board center certification team will be made up of the following:

PRIMARY CONTACT NAME:

ORGANIZATION:

OTHER TEAM MEMBERS:

_____ Board agrees to complete the review of the following centers for _____ Board:

NAME:

ADDRESS:

CITY, ST, ZIP:

PHONE:

NAME:

ADDRESS:

CITY, ST, ZIP:

PHONE:

NAME:

ADDRESS:

CITY, ST, ZIP:

PHONE:

_____ Board agrees to complete the review for the following centers for _____ Board:

NAME:

ADDRESS:

CITY, ST, ZIP:

PHONE:

NAME:
ADDRESS:
CITY, ST, ZIP:
PHONE:

NAME:
ADDRESS:
CITY, ST, ZIP:
PHONE:

_____Board.

_____Board.

By: _____

Signature

Typed Name

Title

Date: _____

By: _____

Signature

Typed Name

Title

Date: _____

Technical assistance for the center certification reviews for Oklahoma Works (One-Stop) Centers can be found at <https://oklahomaworks.gov/local-workforce-boards/wioa-policy-center/>, the WIOA Policy Center.