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 – KOCHELL 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

Centro
One Centro Way
North Liberty

Open-toed shoes are not allowed on the tour; Centro will supply ear plugs and safety glasses.

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

IOWA WORKFORCE DEVELOPMENT

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.

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 Iowa*WORKS* 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

IowaWORKS

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 accredidation 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 Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* 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 Iowa*WORKS* 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:	☐ Adult Education and Literacy - Title II ☐ Community Based Organization (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☑ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☑ Public institution ☐ Unknown
Institution Primary Location	

IowaWORKS

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:	☐ College/University ☑ Post-Secondary Educational Institution - Public ☐ Post-Secondary Educational Institution - Private ☐ Local Public School - 12th Grade and Under ☐ Local Private School - 12th Grade and Under ☐ Local Charter School - 12th Grade and Under ☐ Alternative Secondary Education School - 12th Grade... ☐ Health Care ☐ Community Based Organization - Church ☐ Community Based Organization - Non-Profit ☐ Federal Government Agency ☐ State Government Agency ☐ Local Government Agency ☐ Private Employer ☐ Services/Goods Vendor Not Otherwise Classified ☐ Trade Association ☐ Registered Apprenticeship ☐ One-Stop Office

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

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	☐ Private Non-Profit ☐ Private For-Profit ☒ Public ☐ Other
Years in Business:	53
Disabled Access:	☒ Yes ☐ No
ADA Compliant:	☒ Yes ☐ No
Institution Description:	Public Community College
Main Telephone Number:	319-398-[redacted]4983
TTD/TTY Telephone Number:	
Financial Aid Telephone Number:	319.398-7600
Main Email Address:	indtech@kirkwood.edu
Is this a Community College?	☒ Yes ☐ No
Accreditation	☒ Yes ☐ No
Career Assessment Available	☒ Yes ☐ No
Career Counseling Available	☒ Yes ☐ No
Job Placement Assistance Available	☐ Yes ☒ No
Tutorial Services Available	☒ Yes ☐ No
ESL Services Available	☒ Yes ☐ No
GED Assistance Available	☒ Yes ☐ No
Other Additional Services Available	☒ Yes ☐ No

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On-site Child Care Available	☐ Yes ☑ No
Financial Aid Available	☑ Yes ☐ No
Eligible Provider or Youth Workforce Investment Activities	☐ Yes ☐ No
Pell Grant Eligible:	☑ Yes, Pell Grant Eligible ☐ No, not Pell Grant Eligible ☐ Pell Grant Not Applicable
Registered Apprenticeship Provider:	☐ Yes ☑ No
Approved Apprenticeship:	☐ Yes, Approved Apprenticeship ☑ No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	☐ Submit for ETPL Approval and accept participants ☐ Accept participants without submitting for ETPL Approval ☐ Display to the public only
*CIP Code:	47.0604 0200
*Education Program Name:	Automobile/Automotive Mechanics
Education Program Description:	2 year AAS in Automotive Technologies
*This program of study leads to:	☑ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal government ☑ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment

IowaWORKS

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

a business?	☒ 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:	☐ Yes (proceed to next question) ☒ No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	☐ Yes (proceed to complete the rest of this section) ☒ No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	☒ In-person ☐ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Instruction Length in Weeks:	104 (2 year AAS)
Technical instruction is provided by another provider:	☐ Yes (proceed to complete the rest of this section) ☒ 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	☒ Pell Grant ☒ Federal Loan ☒ Institutional Scholarship ☒ Other
*URL of Training Program:	www.Kirkwood.edu/industrialtech

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

IowaWORKS

*Grievance Procedure URL:	www.Kirkwood.edu/financialaid → policy
*Refund Policy:	For standard 82 day Semester Students may drop after the 1st week to recieve a full refund
*Refund Policy URL:	www.Kirkwood.edu/finacialaid → policy
Internship Available:	☑ Yes ☐ No
*This education or training program is a Quality Pre-Apprenticeship:	☐ Yes ☑ 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 Technican
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:	

IowaWORKS

Completion Expectations	
Continuing Education Units (CEU):	N/A
CEU Granting Institution:	N/A
*Credit Earned Program:	☐ Yes ☑ No
*Number of Credits:	72
Credit Earned Duration:	☐ Yes ☑ No
*Program Goal	☐ Skill Attainment ☐ Certificate ☐ Registration ☐ License ☑ Associate Degree ☐ Baccalaureate Degree ☐ Other
Credentialing Body:	☐ Iowa Board of Educational Examiners ☐ Iowa Bureau of Professional Licensure ☐ Iowa Board of Nursing ☐ Iowa Board of Behavioral Science ☐ Iowa Board of Certification ☐ Iowa Board of Veterinary Medicine ☐ 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:	☑ Daily ☐ Bi-Weekly ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semester ☐ Tri-semester ☐ Annual ☐ Bi-Annual ☐ Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1744 hours

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*Reporting Program Length - Full-time Weeks:	104 (2-year AAS)
*Reporting Program Format:	☒ In-person ☐ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Duration	
Duration:	5 semesters
Duration Type:	☒ Semesters/Terms ☐ Weeks ☐ Hours ☐ Months
Schedule Intensity:	☒ Full-Time ☐ Part-Time
Weekly Schedule:	
Classes Offered:	☒ Day ☐ Night ☐ Weekend ☐ Summer
External Approvals	
Is this program listed on another state's ETPL?	☐ Yes ☐ No Not Sure
Cost Details	
*Tuition/Fee:	$12,672
*Books:	$1581
*Tools:	$6049
*Other Costs (describe in Comments below):	Lab fees, third party credentials
*Total Training Costs:	$22,308
Comments:	
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**	

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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:** [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

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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 accredidation 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 Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* 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 Iowa*WORKS* 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:	☐ Adult Education and Literacy - Title II ☐ Community Based Organization (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Institution Primary Location	

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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:	❑ College/University ☒ Post-Secondary Educational Institution - Public ❑ Post-Secondary Educational Institution - Private ❑ Local Public School - 12th Grade and Under ❑ Local Private School - 12th Grade and Under ❑ Local Charter School - 12th Grade and Under ❑ Alternative Secondary Education School - 12th Grade... ❑ Health Care ❑ Community Based Organization - Church ❑ Community Based Organization - Non-Profit ❑ Federal Government Agency ❑ State Government Agency ❑ Local Government Agency ❑ Private Employer ❑ Services/Goods Vendor Not Otherwise Classified ❑ Trade Association ❑ Registered Apprenticeship ❑ One-Stop Office

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This provider is an accredited postsecondary education institution:	☒ Yes ☐ 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	☒ Yes ☐ No
Institution Type:	☐ Adult Education and Literacy - Title II ☐ Community Based Organizations (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Type of Entity:	☒ Higher Ed: Associate's Degree ☐ Higher Ed: Baccalaureate or Higher ☐ Higher Ed: Certificate of Completion ☐ National Apprenticeship

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	❑ Private Non-Profit ❑ Private For-Profit ☒ Public ❑ Other
Years in Business:	51
Disabled Access:	☒ Yes ❑ No
ADA Compliant:	☒ Yes ❑ 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?	☒ Yes ❑ No
Accreditation	☒ Yes ❑ No
Career Assessment Available	☒ Yes ❑ No
Career Counseling Available	☒ Yes ❑ No
Job Placement Assistance Available	☒ Yes ❑ No
Tutorial Services Available	☒ Yes ❑ No
ESL Services Available	☒ Yes ❑ No
GED Assistance Available	☒ Yes ❑ No
Other Additional Services Available	☒ Yes ❑ No

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On-site Child Care Available	☐ Yes ☒ No
Financial Aid Available	☒ Yes ☐ No
Eligible Provider or Youth Workforce Investment Activities	☒ Yes ☐ No
Pell Grant Eligible:	☒ Yes, Pell Grant Eligible ☐ No, not Pell Grant Eligible ☐ Pell Grant Not Applicable
Registered Apprenticeship Provider:	☒ Yes ☐ No
Approved Apprenticeship:	☒ Yes, Approved Apprenticeship ☐ No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	☒ Submit for ETPL Approval and accept participants ☐ Accept participants without submitting for ETPL Approval ☐ 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:	☐ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal government ☒ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment

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

a business?	☒ 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:	☐ Yes (proceed to next question) ☒ No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	☐ Yes (proceed to complete the rest of this section) ☐ No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	☐ In-person ☐ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	☐ Yes (proceed to complete the rest of this section) ☐ 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	☒ Pell Grant ☒ Federal Loan ☒ Institutional Scholarship ☒ Other
*URL of Training Program:	www.kirkwood.edu/accounting

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

	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:	☒ Yes ☐ No
*This education or training program is a Quality Pre-Apprenticeship:	☐ Yes ☒ 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:	Entry level skills in general accounting, cost accounting, tax, credit or other areas of financial accounting/reporting. Knowledge in computer applications including: excel and word processing, Soft skills development: teamwork, project development, problem solving.

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Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
*Credit Earned Program:	☒ Yes ☐ No
*Number of Credits:	65
Credit Earned Duration:	☒ Yes ☐ No
*Program Goal	☐ Skill Attainment ☐ Certificate ☐ Registration ☐ License ☒ Associate Degree ☐ Baccalaureate Degree ☐ Other
Credentialing Body:	☒ Iowa Board of Educational Examiners ☐ Iowa Bureau of Professional Licensure ☐ Iowa Board of Nursing ☐ Iowa Board of Behavioral Science ☐ Iowa Board of Certification ☐ Iowa Board of Veterinary Medicine ☐ 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:	☒ Daily ☐ Bi-Weekly ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semester ☐ Tri-semester ☐ Annual ☐ Bi-Annual ☐ Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1040

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*Reporting Program Length - Full-time Weeks:	68
*Reporting Program Format:	☒ In-person ☒ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Duration	
Duration:	5
Duration Type:	☒ Semesters/Terms ☐ Weeks ☐ Hours ☐ Months
Schedule Intensity:	☒ Full-Time ☐ Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	☒ Day ☒ Night ☒ Weekend ☒ Summer
External Approvals	
Is this program listed on another state's ETPL?	☐ Yes ☒ 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	

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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): 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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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 accredidation 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 Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* 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 Iowa*WORKS* 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:	☐ Adult Education and Literacy - Title II ☐ Community Based Organization (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Institution Primary Location	

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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:	☐ College/University ☒ Post-Secondary Educational Institution - Public ☐ Post-Secondary Educational Institution - Private ☐ Local Public School - 12th Grade and Under ☐ Local Private School - 12th Grade and Under ☐ Local Charter School - 12th Grade and Under ☐ Alternative Secondary Education School - 12th Grade... ☐ Health Care ☐ Community Based Organization - Church ☐ Community Based Organization - Non-Profit ☐ Federal Government Agency ☐ State Government Agency ☐ Local Government Agency ☐ Private Employer ☐ Services/Goods Vendor Not Otherwise Classified ☐ Trade Association ☐ Registered Apprenticeship ☐ One-Stop Office

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This provider is an accredited postsecondary education institution:	☒ Yes ☐ 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	☒ Yes ☐ No
Institution Type:	☐ Adult Education and Literacy - Title II ☐ Community Based Organizations (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Type of Entity:	☒ Higher Ed: Associate's Degree ☐ Higher Ed: Baccalaureate or Higher ☐ Higher Ed: Certificate of Completion ☐ National Apprenticeship

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	☐ Private Non-Profit ☐ Private For-Profit ☒ Public ☐ Other
Years in Business:	51
Disabled Access:	☒ Yes ☐ No
ADA Compliant:	☒ Yes ☐ 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?	☒ Yes ☐ No
Accreditation	☒ Yes ☐ No
Career Assessment Available	☒ Yes ☐ No
Career Counseling Available	☒ Yes ☐ No
Job Placement Assistance Available	☒ Yes ☐ No
Tutorial Services Available	☒ Yes ☐ No
ESL Services Available	☒ Yes ☐ No
GED Assistance Available	☒ Yes ☐ No
Other Additional Services Available	☒ Yes ☐ No

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On-site Child Care Available	☐ Yes ☒ No
Financial Aid Available	☒ Yes ☐ No
Eligible Provider or Youth Workforce Investment Activities	☒ Yes ☐ No
Pell Grant Eligible:	☒ Yes, Pell Grant Eligible ☐ No, not Pell Grant Eligible ☐ Pell Grant Not Applicable
Registered Apprenticeship Provider:	☒ Yes ☐ No
Approved Apprenticeship:	☒ Yes, Approved Apprenticeship ☐ No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	☒ Submit for ETPL Approval and accept participants ☐ Accept participants without submitting for ETPL Approval ☐ 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:	☐ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal government ☒ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment

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

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a business?	☒ 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:	☐ Yes (proceed to next question) ☒ No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	☐ Yes (proceed to complete the rest of this section) ☐ No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	☐ In-person ☐ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	☐ Yes (proceed to complete the rest of this section) ☐ 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	☒ Pell Grant ☒ Federal Loan ☒ Institutional Scholarship ☒ Other
*URL of Training Program:	www.kirkwood.edu/administrativemanagement

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

	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:	☒ Yes ☐ No
*This education or training program is a Quality Pre-Apprenticeship:	☐ Yes ☒ 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.

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Completion Expectations	
Continuing Education Units (CEU):	0.00
CEU Granting Institution:	N/A
*Credit Earned Program:	☒ Yes ☐ No
*Number of Credits:	63
Credit Earned Duration:	☒ Yes ☐ No
*Program Goal	☒ Skill Attainment ☐ Certificate ☐ Registration ☐ License ☒ Associate Degree ☐ Baccalaureate Degree ☐ Other
Credentialing Body:	☒ Iowa Board of Educational Examiners ☐ Iowa Bureau of Professional Licensure ☐ Iowa Board of Nursing ☐ Iowa Board of Behavioral Science ☐ Iowa Board of Certification ☐ Iowa Board of Veterinary Medicine ☐ 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:	☒ Daily ☐ Bi-Weekly ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semester ☐ Tri-semester ☐ Annual ☐ Bi-Annual ☐ Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1008

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*Reporting Program Length - Full-time Weeks:	64
*Reporting Program Format:	☒ In-person ☐ Online, E-learning, or Distance Learning ☒ Hybrid or Blended Program
Duration	
Duration:	4
Duration Type:	☒ Semesters/Terms ☐ Weeks ☐ Hours ☐ Months
Schedule Intensity:	☒ Full-Time ☐ Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	☒ Day ☒ Night ☒ Weekend ☒ Summer
External Approvals	
Is this program listed on another state's ETPL?	☐ Yes ☒ 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	
*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**	

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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):** 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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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 accredidation 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 Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* 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 Iowa*WORKS* 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:	☐ Adult Education and Literacy - Title II ☐ Community Based Organization (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Institution Primary Location	

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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:	☐ College/University ☒ Post-Secondary Educational Institution - Public ☐ Post-Secondary Educational Institution - Private ☐ Local Public School - 12th Grade and Under ☐ Local Private School - 12th Grade and Under ☐ Local Charter School - 12th Grade and Under ☐ Alternative Secondary Education School - 12th Grade... ☐ Health Care ☐ Community Based Organization - Church ☐ Community Based Organization - Non-Profit ☐ Federal Government Agency ☐ State Government Agency ☐ Local Government Agency ☐ Private Employer ☐ Services/Goods Vendor Not Otherwise Classified ☐ Trade Association ☐ Registered Apprenticeship ☐ One-Stop Office

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This provider is an accredited postsecondary education institution:	☒ Yes ☐ 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	☒ Yes ☐ No
Institution Type:	☐ Adult Education and Literacy - Title II ☐ Community Based Organizations (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Type of Entity:	☒ Higher Ed: Associate's Degree ☐ Higher Ed: Baccalaureate or Higher ☐ Higher Ed: Certificate of Completion ☐ National Apprenticeship

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	❑ Private Non-Profit ❑ Private For-Profit ☒ Public ❑ Other
Years in Business:	51
Disabled Access:	☒ Yes ❑ No
ADA Compliant:	☒ Yes ❑ 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?	☒ Yes ❑ No
Accreditation	☒ Yes ❑ No
Career Assessment Available	☒ Yes ❑ No
Career Counseling Available	☒ Yes ❑ No
Job Placement Assistance Available	☒ Yes ❑ No
Tutorial Services Available	☒ Yes ❑ No
ESL Services Available	☒ Yes ❑ No
GED Assistance Available	☒ Yes ❑ No
Other Additional Services Available	☒ Yes ❑ No

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On-site Child Care Available	☐ Yes ☒ No
Financial Aid Available	☒ Yes ☐ No
Eligible Provider or Youth Workforce Investment Activities	☒ Yes ☐ No
Pell Grant Eligible:	☒ Yes, Pell Grant Eligible ☐ No, not Pell Grant Eligible ☐ Pell Grant Not Applicable
Registered Apprenticeship Provider:	☒ Yes ☐ No
Approved Apprenticeship:	☒ Yes, Approved Apprenticeship ☐ No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	☒ Submit for ETPL Approval and accept participants ☐ Accept participants without submitting for ETPL Approval ☐ 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:	☐ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal government ☒ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment

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

a business?	☒ 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:	❑ Yes (proceed to next question) ☒ No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	❑ Yes (proceed to complete the rest of this section) ❑ No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	❑ In-person ❑ Online, E-learning, or Distance Learning ❑ Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	❑ Yes (proceed to complete the rest of this section) ❑ 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	☒ Pell Grant ☒ Federal Loan ☒ Institutional Scholarship ☒ Other
*URL of Training Program:	www.kirkwood.edu/financialservices

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

	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:	☒ Yes ☐ No
*This education or training program is a Quality Pre-Apprenticeship:	☐ Yes ☒ 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:	Entry level skills and understanding in a variety of financial settings including banking, investments, insurance and real estate. Knowledge in computer applications including: excel, and word processing Soft skills development: teamwork, project development, problem solving.

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Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
*Credit Earned Program:	☒ Yes ☐ No
*Number of Credits:	65
Credit Earned Duration:	☒ Yes ☐ No
*Program Goal	☐ Skill Attainment ☐ Certificate ☐ Registration ☐ License ☒ Associate Degree ☐ Baccalaureate Degree ☐ Other
Credentialing Body:	☒ Iowa Board of Educational Examiners ☐ Iowa Bureau of Professional Licensure ☐ Iowa Board of Nursing ☐ Iowa Board of Behavioral Science ☐ Iowa Board of Certification ☐ Iowa Board of Veterinary Medicine ☐ 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:	☒ Daily ☐ Bi-Weekly ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semester ☐ Tri-semester ☐ Annual ☐ Bi-Annual ☐ Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1040

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*Reporting Program Length - Full-time Weeks:	68
*Reporting Program Format:	☒ In-person ☒ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Duration	
Duration:	5
Duration Type:	☒ Semesters/Terms ☐ Weeks ☐ Hours ☐ Months
Schedule Intensity:	☒ Full-Time ☐ Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	☒ Day ☒ Night ☒ Weekend ☒ Summer
External Approvals	
Is this program listed on another state's ETPL?	☐ Yes ☒ 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**	

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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):** 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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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 accredidation 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 Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* 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 Iowa*WORKS* 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:	☐ Adult Education and Literacy - Title II ☐ Community Based Organization (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Institution Primary Location	

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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:	❑ College/University ☒ Post-Secondary Educational Institution - Public ❑ Post-Secondary Educational Institution - Private ❑ Local Public School - 12th Grade and Under ❑ Local Private School - 12th Grade and Under ❑ Local Charter School - 12th Grade and Under ❑ Alternative Secondary Education School - 12th Grade... ❑ Health Care ❑ Community Based Organization - Church ❑ Community Based Organization - Non-Profit ❑ Federal Government Agency ❑ State Government Agency ❑ Local Government Agency ❑ Private Employer ❑ Services/Goods Vendor Not Otherwise Classified ❑ Trade Association ❑ Registered Apprenticeship ❑ One-Stop Office

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This provider is an accredited postsecondary education institution:	☒ Yes ☐ 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	☒ Yes ☐ No
Institution Type:	☐ Adult Education and Literacy - Title II ☐ Community Based Organizations (CBOs) ☐ Four-year Colleges and Universities ☐ Joint labor-management organizations ☐ Other Training Provider ☐ Private Business and Technical Schools ☐ Registered Apprenticeship programs ☒ Two-year, Technical, and Community Colleges
Institution Ownership:	☐ Private for-profit institution ☐ Private non-profit institution ☒ Public institution ☐ Unknown
Type of Entity:	☒ Higher Ed: Associate's Degree ☐ Higher Ed: Baccalaureate or Higher ☐ Higher Ed: Certificate of Completion ☐ National Apprenticeship

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	❑ Private Non-Profit ❑ Private For-Profit ☒ Public ❑ Other
Years in Business:	51
Disabled Access:	☒ Yes ❑ No
ADA Compliant:	☒ Yes ❑ 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?	☒ Yes ❑ No
Accreditation	☒ Yes ❑ No
Career Assessment Available	☒ Yes ❑ No
Career Counseling Available	☒ Yes ❑ No
Job Placement Assistance Available	☒ Yes ❑ No
Tutorial Services Available	☒ Yes ❑ No
ESL Services Available	☒ Yes ❑ No
GED Assistance Available	☒ Yes ❑ No
Other Additional Services Available	☒ Yes ❑ No

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On-site Child Care Available	☐ Yes ☒ No
Financial Aid Available	☒ Yes ☐ No
Eligible Provider or Youth Workforce Investment Activities	☒ Yes ☐ No
Pell Grant Eligible:	☒ Yes, Pell Grant Eligible ☐ No, not Pell Grant Eligible ☐ Pell Grant Not Applicable
Registered Apprenticeship Provider:	☒ Yes ☐ No
Approved Apprenticeship:	☒ Yes, Approved Apprenticeship ☐ No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	☒ Submit for ETPL Approval and accept participants ☐ Accept participants without submitting for ETPL Approval ☐ 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:	☐ An industry-recognized certificate or certification ☐ A certificate of completion of an apprenticeship ☐ A license recognized by the State involved or the Federal government ☒ An associate degree ☐ A baccalaureate degree ☐ A community college certificate of completion ☐ A secondary school diploma or its equivalent ☐ Employment ☐ A measurable skills gain leading to a credential ☐ A measurable skills gain leading to employment

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

a business?	☒ 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:	☐ Yes (proceed to next question) ☒ No (skip to next section, Additional Details)
This Education Program is a Registered Apprenticeship:	☐ Yes (proceed to complete the rest of this section) ☐ No (skip to next section, Additional Details)
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	☐ In-person ☐ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	☐ Yes (proceed to complete the rest of this section) ☐ 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	☒ Pell Grant ☒ Federal Loan ☒ Institutional Scholarship ☒ Other
*URL of Training Program:	www.kirkwood.edu/accounting

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

	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:	☒ Yes ☐ No
*This education or training program is a Quality Pre-Apprenticeship:	☐ Yes ☒ 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:	Entry level skills in general accounting, cost accounting, tax, credit or other areas of financial accounting/reporting. Knowledge in computer applications including: excel and word processing, Soft skills development: teamwork, project development, problem solving.

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Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
*Credit Earned Program:	☒ Yes ☐ No
*Number of Credits:	65
Credit Earned Duration:	☒ Yes ☐ No
*Program Goal	☐ Skill Attainment ☐ Certificate ☐ Registration ☐ License ☒ Associate Degree ☐ Baccalaureate Degree ☐ Other
Credentialing Body:	☒ Iowa Board of Educational Examiners ☐ Iowa Bureau of Professional Licensure ☐ Iowa Board of Nursing ☐ Iowa Board of Behavioral Science ☐ Iowa Board of Certification ☐ Iowa Board of Veterinary Medicine ☐ 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:	☒ Daily ☐ Bi-Weekly ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Semester ☐ Tri-semester ☐ Annual ☐ Bi-Annual ☐ Bi-Monthly
*Reporting Program Length - Clock/Contact Hours:	1040

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*Reporting Program Length - Full-time Weeks:	68
*Reporting Program Format:	☒ In-person ☒ Online, E-learning, or Distance Learning ☐ Hybrid or Blended Program
Duration	
Duration:	5
Duration Type:	☒ Semesters/Terms ☐ Weeks ☐ Hours ☐ Months
Schedule Intensity:	☒ Full-Time ☐ Part-Time
Weekly Schedule:	Varies by class schedule.
Classes Offered:	☒ Day ☒ Night ☒ Weekend ☒ Summer
External Approvals	
Is this program listed on another state's ETPL?	☐ Yes ☒ 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	

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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): 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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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 Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* 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 Iowa*WORKS* 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:	426004813
Institution Identification	
Institution Name:	University of Iowa
Institution Type:	❑ **Adult Education and Literacy - Title II** ❑ **Community Based Organization (CBOs)** ■ **Four-year Colleges and Universities** ❑ **Joint labor-management organizations** ❑ **Other Training Provider** ❑ **Private Business and Technical Schools** ❑ **Registered Apprenticeship programs** ❑ **Two-year, Technical, and Community Colleges**
Institution Ownership:	❑ **Private for-profit institution** ❑ **Private non-profit institution** ■ **Public institution** ❑ **Unknown**
Institution Primary Location	

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Address 1:	UI Service Center
Address 2:	2700 University Capitol Centre
City:	Iowa City
State:	IA
Zip:	52242
Contact Information	
Title:	Billing Specialist
First Name:	Abby
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	Humphrey
Contact Phone Number:	319-335-2850
Cell Phone:	
Contact Fax Phone Number:	
Email Address:	ubill-3rdparty@uiowa.edu
Institution URL:	https://uiowa.edu/
Provider Information	
Local Workforce Development Area:	
Type of Business:	■ College/University ■ Post-Secondary Educational Institution - Public ❑ Post-Secondary Educational Institution - Private ❑ Local Public School - 12th Grade and Under ❑ Local Private School - 12th Grade and Under ❑ Local Charter School - 12th Grade and Under ❑ Alternative Secondary Education School - 12th Grade... ❑ Health Care ❑ Community Based Organization - Church ❑ Community Based Organization - Non-Profit ❑ Federal Government Agency ■ State Government Agency ❑ Local Government Agency ❑ Private Employer ❑ Services/Goods Vendor Not Otherwise Classified ❑ Trade Association ❑ Registered Apprenticeship ❑ One-Stop Office

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This provider is an accredited postsecondary education institution:	■ **Yes** ❑ **No**
Billing Address Information	
Billing Address 1:	UI Service Center
Billing Address 2:	2700 University Capitol Centre
Billing City:	Iowa City
Billing State:	IA
Billing Zip:	52242
Attention:	Third Party Billing
Mailing Address Information	
Mailing Address 1:	UI Service Center
Mailing Address 2:	2700 University Capitol Centre
Mailing City:	Iowa City
Mailing State:	IA
Mailing Zip:	52242
Mailing Attention:	Third Party Billing
CRS Provider Information	
WIOA Provider	■ **Yes** ❑ **No**
Institution Type:	❑ **Adult Education and Literacy - Title II** ❑ **Community Based Organizations (CBOs)** ■ **Four-year Colleges and Universities** ❑ **Joint labor-management organizations** ❑ **Other Training Provider** ❑ **Private Business and Technical Schools** ❑ **Registered Apprenticeship programs** ❑ **Two-year, Technical, and Community Colleges**
Institution Ownership:	❑ **Private for-profit institution** ❑ **Private non-profit institution** ■ **Public institution** ❑ **Unknown**
Type of Entity:	❑ **Higher Ed: Associate's Degree** ■ **Higher Ed: Baccalaureate or Higher** ■ **Higher Ed: Certificate of Completion** ❑ **National Apprenticeship**

	❑ Private Non-Profit ❑ Private For-Profit ■ Public ❑ Other
Years in Business:	172
Disabled Access:	■ Yes ❑ No
ADA Compliant:	❑ Yes ❑ No
Institution Description:	Public Research University
Main Telephone Number:	319-335-3500
TTD/TTY Telephone Number:	
Financial Aid Telephone Number:	319-335-1450
Main Email Address:	
Is this a Community College?	❑ Yes ■ No
Accreditation	■ Yes ❑ No
Career Assessment Available	■ Yes ❑ No
Career Counseling Available	■ Yes ❑ No
Job Placement Assistance Available	■ Yes ❑ No
Tutorial Services Available	■ Yes ❑ No
ESL Services Available	■ Yes ❑ No
GED Assistance Available	❑ Yes ■ No
Other Additional Services Available	❑ Yes ■ No

On-site Child Care Available	❑ Yes ■ No
Financial Aid Available	■ Yes ❑ No
Eligible Provider or Youth Workforce Investment Activities	❑ Yes ❑ No
Pell Grant Eligible:	■ Yes, Pell Grant Eligible ❑ No, not Pell Grant Eligible ❑ Pell Grant Not Applicable
Registered Apprenticeship Provider:	❑ Yes ❑ No
Approved Apprenticeship:	❑ Yes, Approved Apprenticeship ❑ No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	■ Submit for ETPL Approval and accept participants ❑ Accept participants without submitting for ETPL Approval ❑ Display to the public only
***CIP Code:**	130101
***Education Program Name:**	Regents Alternative Pathway to Iowa Licensure (RAPIL)
Education Program Description:	RAPIL is a program that focuses on the general theory and practice of learning and teaching the basic principles of educational psychology, the art of teaching, the planning and administration of educational activities school safety and health issues and the social foundations of education. Professionals holding a baccalaureate degree or higher and possessing three years work experience may earn a teaching license in a secondary (5 – 12) content area by completing 15 hours of coursework, followed by successful teaching for one full, paid internship year in an Iowa secondary classroom under an IAC 279 probationary contract. A minimum of 60 hours of field experience prior to the internship year are completed from October through May and may occur in the school in which the internship is to take place. During the internship year, teacher interns complete 6 credit hours of courses/seminars each semester and fully participate in the district mentor program. While RAPIL candidates may sign a contract with a district anytime after admission to the RAPIL, they must be issued an Intern License from the Iowa BOEE prior to beginning the contract. The internship year counts as the first year of the Initial License. Upon successful completion of the program, the intern will be eligible to apply for the Initial Teaching License and may complete the second year of teaching. Upon successful completion of the second year of teaching, the school administrator may recommend the teacher for the Standard Teaching License. Intern teachers will be contracted with the district for the internship year and have the same rights and responsibilities as all other contracted probationary teachers within the district. Thus, the intern teacher is expected to be treated the same as all beginning teachers.
***This program of study leads to:**	❑ An industry-recognized certificate or certification ❑ A certificate of completion of an apprenticeship ❑ A license recognized by the State involved or the Federal government ❑ An associate degree ❑ A baccalaureate degree ❑ A community college certificate of completion ❑ A secondary school diploma or its equivalent ❑ Employment ■ A measurable skills gain leading to a credential ■ A measurable skills gain leading to employment

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

a business?	❑ **No**
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	Program works with Secondary school districts for placement of program participants during and after program completion
Apprenticeship	
***This program is an Apprenticeship:**	❑ **Yes (proceed to next question)** ■ **No (skip to next section, Additional Details)**
This Education Program is a Registered Apprenticeship:	❑ **Yes (proceed to complete the rest of this section)** ❑ **No (skip to next section, Additional Details)**
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	❑ **In-person** ❑ **Online, E-learning, or Distance Learning** ❑ **Hybrid or Blended Program**
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	❑ **Yes (proceed to complete the rest of this section)** ❑ **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	■ **Pell Grant** ■ **Federal Loan** ■ **Institutional Scholarship** ❑ **Other**
***URL of Training Program:**	https://org-iowateacherintern.prod.drupal.uiowa.edu/

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***Program Prerequisites:**	❑ **High School Diploma or Equivalent** ❑ **Associate's Degree** ■ **Bachelor's Degree** ❑ **Course(s)** ❑ **Combination of Education and Course(s)** ❑ **None**
***Date Edu. Program First Offered:**	Unknown
***Please provide a reasonable explanation regarding why this is a new program:**	Student currently requesting WIOA funding for program starting in Fall 2019 semester
Minimum Class Size	
Maximum Class Size	
Number of Instructors	
Describe the qualifications of all instructors in 800 characters or less:	
Describe the minimum entry level requirements or prerequisites in 800 characters or less:	
Drug/Alcohol Screening Required:	❑ **Yes** ❑ **No**
Accessibility:	❑ **On-Site Parking** ❑ **Public Transportation** ❑ **Disabled Student Access** ❑ **Sign Language** ❑ **Other Languages** ❑ **Other**
Describe any equipment used in this program and its adequacy and availability in 800 characters or less:	
***Grievance Procedure:**	

***Grievance Procedure URL:**	https://dos.uiowa.edu/policies/
***Refund Policy:**	
***Refund Policy URL:**	https://registrar.uiowa.edu/drop-or-withdraw-tuition-responsibility
Internship Available:	☒ **Yes** ☐ **No**
***This education or training program is a Quality Pre-Apprenticeship:**	☐ **Yes** ☒ **No**
Related Selected Occupations	
CIP Code 1	25108100
Occupation Title 1	Education Teachers, Postsecondary
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:**	❑ Yes ❑ No
***Number of Credits:**	26
Credit Earned Duration:	❑ Yes ❑ No
***Program Goal**	■ Skill Attainment ❑ Certificate ❑ Registration ■ License ❑ Associate Degree ❑ Baccalaureate Degree ❑ Other
Credentialing Body:	■ Iowa Board of Educational Examiners ❑ Iowa Bureau of Professional Licensure ❑ Iowa Board of Nursing ❑ Iowa Board of Behavioral Science ❑ Iowa Board of Certification ❑ Iowa Board of Veterinary Medicine ❑ Nation Environmental Health Association
***Projected Hourly Wage After Program Completion:**	20.00
Scheduling	
Class Time (hours):	Variable per semester
Lab Time (hours):	
Other Time (hours):	Internship - Variable
Class Frequency:	❑ Daily ❑ Bi-Weekly ❑ Weekly ❑ Monthly ❑ Quarterly ❑ Semester ❑ Tri-semester ❑ Annual ❑ Bi-Annual ❑ Bi-Monthly
***Reporting Program Length - Clock/Contact Hours:**	Approx 387 hours

***Reporting Program Length - Full-time Weeks:**	Approx 104 weeks (2 years)
***Reporting Program Format:**	❑ In-person ❑ Online, E-learning, or Distance Learning ■ Hybrid or Blended Program
Duration	
Duration:	
Duration Type:	❑ Semesters/Terms ❑ Weeks ❑ Hours ❑ Months
Schedule Intensity:	❑ Full-Time ❑ Part-Time
Weekly Schedule:	
Classes Offered:	❑ Day ❑ Night ❑ Weekend ❑ Summer
External Approvals	
Is this program listed on another state's ETPL?	❑ Yes ❑ No
Cost Details	
***Tuition/Fee:**	11,310.00
***Books:**	50.00
***Tools:**	835.00
***Other Costs (describe in Comments below):**	
***Total Training Costs:**	12,195.00
Comments:	Please find attached the published Projected Costs with Timeline provided by RAPIL program.
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**	

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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):** 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 PRAXIS Core	$50.00 $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 RWDB Strategic Plan FY 2020

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**
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.	Outreach Committee- Composed of staff from 4 titles (not management). Leadership Team-provides guidance to the outreach committee and supports implementation of their work.	*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	July 1, 2019-June 20, 2020	March 25, 2019-each title will identify 1-2 committee members my June 1, 2019. The WIOA Leadership team will meet with this committee in June to convey the goals of the committee. Next steps: Present to Board May 2019 Identify team members Present to new team members
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.	Stephanie Hasakis-Title 2 Mike Rose-Title 1 Amy Eldred Hernandez-Title 1 Youth Team Bret Koenig-Title 4 BSR Team	*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.	July 1, 2019 to June 30, 2020	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. Next steps: Present to Board May 2019 Identify youth team member Present to new team members

		*Better understanding of business services offered by all core WIOA Titles. *Better coordination of sector board work among WIOA Partners.		
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.	Sector boards BSR Team All Staff Title 1 Title 4 – James Smith	*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.	July 1, 2019 to June, 30, 2020	March 25, 2019-identified health care as the sector we plan to start with and will cross over to other sectors from there. Next steps: Present to Board May 2019 Identify youth team member Present to new team member Engage with health care sector board leadership.
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.	Leadership Team Customers Disability Access Committee	*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	July 1, 2019 to June 30, 2020	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. Next steps: Present to Board May 2019 Present to Career Services group.

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
FAE&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

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

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%

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**
Direct Costs:		**QI**	**Q2**	**Q3**	**Q4**	
Tuition & Books		$46,080.41				$46,080.41
Equipment		$0.00				$0.00
Fees/Assessment/Testing		$900.00				$900.00
Subtotal						$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.**

	QI	**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 Third 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

9/12/2019 DRAFT

WIOA Wagner-Peyser Performance levels -- PY2018

Quarter 4

Region	RWIB		Employment 2nd Qtr (Entered Empl. [1st]) Actual	Negotiated	90% of Neg	Employment 4th Qtr (Empl Retention 3rd) Actual	Negotiated	90% of Neg	Median Earnings 2nd Qtr after Exit Actual	Negotiated	90% of Neg	Region
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 DRAFT

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 DRAFT

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**

9/12/2019 DRAFT

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	

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

IowaWORKS

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**

Unemployment Rates- County rates are not seasonally adjusted			
	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

Team Staffing
Schneider Trucking 2
Trigo
Medirevv
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.