

RWDB/CEO JOINT MEETING
Monday, April 23, 2018
IWCC – Looft Hall, Room 022
Conference Call Number 712-256-8359, ID 29138
9:00 – 11:00 a.m.

The Regional Workforce Development Board – Chief Elected Officials joint meeting was held at Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWDB Members: Lori Shields, Kim Gee, Scott Robinson, Lane Plugge, Libby Woods, Terri Amaral and Randall McQueeney

CEO Members: Randy Hickey, Lonnie Mayberry, Walter Utman, Scott Belt and Alan Armstrong

Others in attendance: Ivy Nielsen, Shalimar Mazetis, Mark Stanley, Sally Prange, Tara Weldon, Kaylene Page, Starlyn Perdue, Jason Landess, Ben Humphrey (via phone), Vicki Corbin and Dan Koenig

RWDB members absent: Heidi Pringle-Bates, Dave Pedersen, Jason Sherer and Jim Carroll

CEO members absent: Matt Walsh, Frank Waters and Roger Schmitz

1. Call to order and introductions – Kim Gee
Kim called the meeting to order and we went around introducing ourselves.
2. Swearing in of new RWDB members
Kim indicated that the swearing in of new RWDB members should be added to the Agenda. Lori made a motion to add the swearing of new members to the Agenda, second by Alan, motion carried.
Randall McQueeney, Libby Woods and Terri Amaral were sworn in as members of the RWDB Board.
3. Approval of January 24, 2018 Minutes for the RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
Scott R made a motion to approve the January 24, 2018 minutes, seconded by Randall, motion carried.
 - b. CEO Action – Randy Hickey
Alan made a motion to approve the January 24, 2018 minutes, seconded by Walter, motion carried.
4. Approval of Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
Teri made a motion to approve the Agenda with the change requested, seconded by Randall, motion carried. There was no conflict of interest at this meeting.
 - b. CEO Action – Randy Hickey
Alan made a motion to approve the Agenda with the change requested, seconded by Walter, motion carried. There was no conflict of interest at this meeting.
5. Financial Report – Kaylene Page
Kaylene went over the Financial Report. Between now and September we have about \$10,000 that needs to be used. Professional services is at \$4,600 currently.
Shalimar brought up the fact that we get charged for refreshments at our meeting even if we

cancel the meeting. The first cancellation they did not charge us. Someone can pick it up and maybe give it to the Micah House.

- a. RWDB Action – Kim Gee
Lori made a motion to approve the Financials subject to audit, seconded by Randall, motion carried.
- b. CEO Action – Randy Hickey
Alan made a motion to approve the Financials, seconded by Walter, motion carried

6. Director’s Report – Kaylene Page

Kaylene went over the Director’s Report. There were lots of events in February, March and April. They are working with the United Way Nebraska on The Opportunity Youth Alliance Collaboration. This program is for ages 16-24. One upcoming event is called First Steps to Success Re-boot. They are working with the Manufacturing Sector Board on this.

7. Eligible Training Provider Applications

Kaylene went over some of the Eligible Training Providers:

- a. *Nebraska Methodist College – Sterile Processing Program, Certified Nursing Assistant Program, Medication Aide Program, Pharmacy Technician Program, Medical Assistant Program and Phlebotomy Program.*
- b. *Iowa Western Community College – Medical Billing Program, Professional Medical Coding & Billing with applied PCS, Pharmacy Technician Program, Inpatient Auditing, Medical Administrative Assistant with EHR and Medical Billing and Coding Specialist. Lane made a motion to approve the Eligible Training Provider Applications, seconded by Lori, motion carried.*

8. State Workforce Development Board Realignment Updates – Ben Humphrey

Ben was available via phone to go over the realignment and answer questions.

- a. *September of last year the State Workforce Development reviewed the Iowa Workforce Development.*
- b. *When this is over there might be 2 – 3 territories.*
- c. *Deadline to submit comments about this is May 4th. Submit comments to Vicki by Friday, April 27th.*

9. Sector Board Reports – Shalimar Mazetis and/or Starlyn Perdue

Starlyn gave a review of the Sector Boards.

10. Partner Report

- a. *Randall – there’s a Job Fair on April 26 at the Omni Centre. There will be around 40 businesses participating.*
- b. *Currently have some Veterans assisting IWD.*
- c. *Terri – There are currently 306 students registered in her program.*
- d. *Sally – There are 300 Council Bluffs students registered in the TAP program.*
- e. *Shalimar – Helping companies pay for training. Currently 15 students have a GPA of 3.8, minimum of 2 hours, no attrition. One student will get the Center of Excellence Program Award.*
- f. *Lori – On April 13th Lewis Central had their STEM night event. Several businesses participated letting students to see the different careers available to them.*
- g. *Lane – A couple of programs IEDA/Greenhills is working on – One will connect businesses with students online. Another program is one that emphasis the importance of certification.*

11. Economic Round Table

- a. *Kim - Golden Hills/SWIA Parks Department. Kim is involved with this group through Fremont County. Shenandoah has applied for a grant for this. Former Johnson Brothers building will turn into 18 lofts.*
- b. *Randy – Trying to get new housing in Fremont County.*

12. Other Business

13. Adjournment

RWDB/CEO JOINT MEETING REVISED AGENDA

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IWCC, Loft Hall, Room 022

Conference Call Number 712-256-8359, ID 29138

9:00 – 11:00 a.m.

1. Call to Order and Introductions – Kim Gee
2. Approval of the January 24, 2018 Minutes for the RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
3. Approval of the Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
4. Financial Report – Kaylene Page
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
5. Director's Report – Kaylene Page
6. Eligible Training Provider Applications
7. State Workforce Development Board Realignment Update – Ben Humphrey
8. Sector Board Reports – Shalimar Mazetis and/or Starlyn Perdue
9. Partner Report
10. Economic Round Table
11. Other Business
12. Adjournment

RWDB-CEO Joint Meeting Minutes

January 24, 2018

The Regional Workforce Development Board-Chief Elected Officials joint meeting was held in Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWDB members: Lori Shields, Kim Gee (phone), Scott Robinson (phone), Jason Sherer (phone), Jim Carroll (call)

CEO-RWDB: Randy Hickey

CEO members: Lonnie Mayberry (call), Walter Utman (call), Matt Walsh, Scott Belt and Roger Schmitz

Others in attendance: Terri Amaral, Ivy Nielsen, Shalimar Mazetis, Mark Stanley, Sally Prange, Randall McQueeney, Kaylene Page, and Vicki Corbin

Members absent: RWDB members: Dave Pedersen, Heidi Pringle-Bates and Lane Plugge,

CEO members absent: Walter Utman, Frank Waters and Alan Armstrong

-
1. Call to Order and Introductions – Kim Gee
Kim called the meeting to order. Introductions weren't done because we had no new person attending this meeting.
 2. Approval of the November 2, 2017 Minutes for the RWDB Conference Call
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the November 2, 2017 minutes, seconded by Randy, motion approved unanimously.
 3. Approval of the November 15, 2017 Minutes for the RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the November 15, 2017 minutes, seconded by Scott R., motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the November 15, 2017 minutes, seconded by Matt, motion approved unanimously.
 4. Approval of the November 30, 2017 Minutes for the CEO Conference Call Meeting
 - a. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the November 30, 2017 minutes, seconded by Matt, motion approved unanimously.
 5. Approval of the Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Jason to approve the January 24, 2018 Agenda, seconded by Scott R., motion approved unanimously.

- b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the January 24, 2018 Agenda, seconded by Matt, motion approved unanimously.
 - c. *No conflict of interest at the January 24, 2018 meeting.*
6. Financial Report – Kaylene Page
Kaylene went over the Financial Report. The budget was revised. Salaries were reallocated and Board expenses were updated. Travel costs - Board members can be reimbursed for travel to Board meetings. Vicki will send the reimbursement form to RWDB & CEO members. We currently have spent around 40% of expenses.
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the new budget, seconded by Jason, motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Lonnie to approve the new budget, seconded by Matt, motion approved unanimously.
7. Plan Modification for Veteran’s Priority of Service – Kaylene Page
Kaylene went over the Plan Modification for Veterans. See document that was in your Board packet for more information on this.
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Randy to approve the Plan Modification, seconded by Scott R., motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the Plan Modification, seconded by Roger, motion approved unanimously.

Shalimar will be in Shenandoah on Friday and will bring the Plan Modification document with her so that Kim can sign it.
8. Appointment Resume Nomination for Regional Workforce Investment Board Review and Approval
Mark Ford has submitted an Appointment Resume to become a RWDB Board member. A couple of people went over is qualifications.
 - a. CEO Action – Randy Hickey
Scott B. made a motion to approve Mark Ford’s application, seconded by Matt, motion approved unanimously.

Lori asked members to submit names of people who might be interested in being a RWDB Board member. She will then contact them and provide the necessary application for them to fill out.
9. The Disability Access Committee (DAC) Finalized the Physical Accessibility Report – Sally Rolf
Sally went over the Physical Accessibility Report for Region 13. An assessment of the facility located at 300 West Broadway was conducted on August 21, 2017. The ADA checklist was used and it was found that there were several areas that needed improvement. Please see document that was in the Board packet for more information.

This report was accepted by the Board and more action will be taken at the next meeting.

10. Director's Report – Kaylene Page

Kaylene went over the Director's Report.

a. State Workforce Development Board Realignment Update

- We need to make sure our Board is up-to-date*
- The State is doing more research on the realignment. There may be a recommendation in May or June.*
- Kaylene received a response to DOL regarding findings during the last monitoring of the Local Areas. See document that was emailed to you.*

11. Sector Board Reports – Shalimar Mazetis, Starlyn Perdue and/or Terry Bailey

Shalimar indicates things are going well. The IT Sector Board is working with IWCC on a couple of items. Employee engagement and management stress is something the Health Sector Board is working on.

12. Partner Report

Terri – 38 people have completed their High School diploma. Enrollment went from 226 in 2016 to 232 last year.

Mark – There will be an entrepreneurial event for high school students soon. Apprentice training is going well.

Lori – Careerocket will be held on February 12th.

Council Bluffs Legislative Reception will be held February 21st in Des Moines.

Randall – an event will be held at the Clarinda Correctional Facility on February 13th. This event will focus on companies hiring ex-offenders.

Ivy – they are still hiring at West Central so let her know if you know of anyone interested.

Matt – trying to acquire some state owned property.

Have a bid in for a retail.

Blink is expanding.

Scott – there will be a Ribbon Cutting held at the new county recycling center.

Looking at a possible new road that will connect Underwood and Crescent.

Randy – Fremont County did a study on housing – there just aren't any housing and it's a big issue.

13. Economic Round Table

None

14. Other Business

None

15. Adjournment

Director's Report

April 23, 2018

Region 13 IowaWORKS Stats for March 2018

	03-2018	03-2017	% Change
New Members	310	351	-12%
Need HiSET	65	72	-10%
Have HS Diploma or equiv	183	199	-8%
Young Adults (ages 18-23)	35	36	-3%
Disabled	28	40	-30%
Veterans	13	27	-52%
Regional Unemployment Claims	335	349	-4%
Active Members Receiving Services	1,203	980	23%

Region 13 Happenings:

- Work Experience - Heritage House in Atlantic, IA hosted a Work Experience
- Workforce Partners Update
- Heartland Workforce Solutions Meetings
- Opportunity Youth Alliance Collaboration
- February
 - Clarinda Correctional Facility Event - Encouraging hiring of ex-offenders
 - Iowa School for the Deaf tours - Roughly 40 students in total
 - Career Rocket - Held at Wilson and Kim Middle Schools
 - Trade Exploration Day - Held at Lewis Central High School
- March
 - Breaking Barriers Building Bridges Conference - Event for youth (16-24) parents
 - Reverse Job Fair - partnership with Council Bluffs Community Schools TAP program, IVRS, VODEC, Goodwill and IowaWORKS
 - Resume Workshop in Shenandoah for former Eaton employees
 - College Crossroads - Held at Abraham Lincoln High School
- April
 - ConAgra and Tyson Temporary Layoffs
 - New Members
 - ConAgra = Average of 57 with 120 on 1st day of layoff
 - Tyson = Average of 43 on 1st day
 - Future Ready Iowa Summit
 - AIWP Conference
 - Upcoming Events
 - First Steps to Success Re-boot
 - 4/26 - Job Fair at the Omni Centre
 - 5/21 - One Door Many Paths Conference

Title I Success Stories

Matt was a part of a major layoff in Shenandoah, IA in May 2016. He was making \$21.50/hour at time of layoff and had been with the company for 20 years. He participated in a Rapid Response Meeting provided by local staff followed by a Trade Meeting held by State Staff. After he had completed some career exploration, he decided to participate in an Associate's Degree HVAC program through Southeast Community College in Milford, NE. With the help of his Case Manager he completed a Trade Training Packet and was approved. He receiving financial assistance with education expenses, fuel expenses and additional unemployment while he completed his training. He remained in regular contact with Case Manager throughout the completion of training. Case manager was able to answer questions and provide career and educational counseling along the way. He graduated in December 2017. In January 2018 he obtained full time employment at Carter Heating and Air in Omaha, NE and now makes \$17.00/hour.

Doug was a part of a major layoff in Shenandoah, IA in May 2016. He had participated in a Rapid Response Meeting provided by local staff followed by a Trade Meeting held by State Staff. After he had completed some career exploration, he decided to participate in a Construction Technology Program at IWCC. He was then provided assistance from his Case Manager in completing a Trade Training Packet. He was approved and started classes at IWCC on 8/22/16. He received financial assistance with tuition, fees, textbooks, tools, transportation and TRA Unemployment to complete his training. During his training he completed an internship with O'Neill Construction out of Shenandoah. During the course of his training he remained in contact with his Case Manager who was able to answer questions and assist with issues that arose during his training. He graduated in December 2017. He now works full time for O'Neil Construction out of Shenandoah.

Janell was part of a major layoff at Eaton Corporation in Shenandoah, IA. She was laid off on 6/30/2016. She had worked for Eaton for 22 years. The layoff became Trade certified on February 2016. Janell's career opportunities were limited in the Shenandoah area and she did not have a lot of career experience other than working in the Manufacturing field. She explored her career opportunities and decided that she needed skill upgrading. She chose to participate in the Trade program and attend Ultimate Medical Academy and enrolled in the Medical Billing and Coding Program through Trade. Trade approved her training and she began classes on 8/22/2016. She took online classes and was on the Dean's list during her whole training period. She graduated with honors on 1/21/2018 with an AS in Medical Coding and Billing. Janell began looking for work as soon as she graduated and became employed full-time at Shenandoah Medical Center on 2/7/2018. She is earning \$15.81/hr not certified. Once she is certified, she will receive a pay increase of \$1.50-\$2.00 an hour. Janell said, "I was so worried that I wouldn't find a job and you said that I wouldn't have a problem. Thanks for believing in me! Thanks for taking this journey with me along the way!"

John was a part of a major layoff in Shenandoah, IA in May 2016. He had participated in a Rapid Response Meeting provided by local staff followed by a Trade Meeting held by State Staff. After he had completed some career exploration, reviewed LMI and completed assessments he decided to participate in a Heavy Equipment Operations and Maintenance Program through Northwest Iowa Community College in Sheldon, IA. He was then provided assistance from his Case Manager in completing a Trade Training Packet. He was approved and started classes at IWCC on 8/17/16. He received financial assistance with tuition, fees, textbooks, tools, subsistence and TRA Unemployment to complete his training. During the course of his training he lived in Sheldon during the week to attend class and drove back to Shenandoah on the weekends to take care of person responsibilities. He remained in contact with his case manager during the course of his training as she was able to answer questions and assist with issues that arose. He graduated in March 2018. He has moved to Sioux Falls, SD for full time employment making \$18.75/hour at Soukup Construction as a heavy equipment operator. He thanked case manager for all the help and said he would not have been able to filter through the maze of Trade paperwork and Unemployment without the guidance of his case manager.

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

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

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

PART I - GENERAL INFORMATION

Date of Application 3/19/18

Name of Institution Nebraska Methodist College

Address 720 N 87th St Omaha NE 68114

Telephone Number 402-354-7100 Fax 402-354-7055

Location of Training Facility Methodist Hospital, 8305 W Dodge Rd, Omaha NE 68114

Name of Chief Executive Officer Deb Carlson, PhD

Program Contact Information Amy Bliemeister

Telephone Number 402-354-7125 Email Address amy.bliemeister@methodistcollege.edu

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

PART II (a) - PROGRAM INFORMATION

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

A. Program Name Sterile Processing

B. A brief program description Non-credit, online course with hands-on clinical at Methodist Hospital. Student who successfully complete the course will take the Sterile Processing Tech. Exam through C BSPD. Sterile Processing techs clean and sterilize surgical equipment. Techs also work with inventory management.

C. Length of Program 6 weeks Total Credit Hours Required 0

D. What is the method of delivery?

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

Clinical

Web-Based (Internet) URL Address

my.methodistcollege.edu/ics/

PROGRAM COSTS:

- 1a. Tuition (per credit hour) \$780 (non-credit course)
- 1b. Tuition (Out-of-State, per credit hour) -
- 2. Supplies, including tools, uniforms, etc. All supplies included in tuition as well as testing
- 3. Fees, including laboratory, student rentals, deposits -
- 4. Miscellaneous charges -
- 5. Average cost per year for program -
- 6. Total cost to complete this program \$780

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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

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

CERTIFICATION

I, Amy Bliemeister Name certify that I am the Director of Professional Development Title of the training

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

Amy Bliemeister, MSW, RN, C-EFM
Signature

3/19/18
Date

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

FOR LWDB USE ONLY

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

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

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

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Telephone Number 402-354-7100 Fax 402-354-7055

Location of Training Facility 720 N 87th St, Omaha, NE 68114

Name of Chief Executive Officer Deb Carlson, PhD

Program Contact Information Amy Bliemeister

Telephone Number 402-354-7125 Email Address amy.bliemeister@methodistcollege.edu

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

PART II (a) - PROGRAM INFORMATION

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

A. Program Name Certified Nursing Assistant

B. A brief program description The program emphasizes care for all types of patients. Special attention is given to the aging process, including identifying the physical & emotional of aging. Following completion of training, eligible students may take the competency exams to qualify for State & NE Nurse Aide Registry Placement.

C. Length of Program 4 or 6 weeks Total Credit Hours Required 1

76 clock hours total

D. What is the method of delivery?

- Classroom Computer-Based CD-Rom Distance (TV/Satellite/Cable) Self-Study (Correspondence)
 Lab Clinical
 Web-Based (Internet) URL Address

PROGRAM COSTS:

- 1a. Tuition (per credit hour) \$499.00 (non-credit class)
1b. Tuition (Out-of-State, per credit hour) same
2. Supplies, including tools, uniforms, etc. All supplies are included in tuition with the exception of scrubs required at some clinical locations. Scrubs \$26
3. Fees, including laboratory, student rentals, deposits —
4. Miscellaneous charges —
5. Average cost per year for program —
6. Total cost to complete this program \$499 (or \$525 if scrubs needed)

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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

CERTIFICATION

Amy Bliemeister certify that I am the Director of Professional Development of the training
Name Title

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

Amy Bliemeister, MS, MRC-EEH 3/19/18
Signature Date

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Authorized LWDB _____	IWD Region #: _____
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Name of Chief Executive Officer Deb Carlson, PhD

Program Contact Information Amy Bliemeister

Telephone Number 402-354-7125 Email Address amy.bliemeister@methodistcollege.edu

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

PART II (a) - PROGRAM INFORMATION

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

A. Program Name Medication Aide

B. A brief program description

The Med Aide program teaches the roles, responsibilities + skills needed to safely administer medications to patients.

C. Length of Program

40 hours

Total Credit Hours Required

8

D. What is the method of delivery?

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

Web-Based (Internet) URL Address _____

PROGRAM COSTS:

- 1a. Tuition (per credit hour) \$ 310 (non-credit class)
- 1b. Tuition (Out-of-State, per credit hour) same
- 2. Supplies, including tools, uniforms, etc. Includes in cost of class
- 3. Fees, including laboratory, student rentals, deposits —
- 4. Miscellaneous charges —
- 5. Average cost per year for program —
- 6. Total cost to complete this program \$310

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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

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

CERTIFICATION

Amy Bliemeister Name certify that I am the Director of Professional Development Title of the training

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

Amy Bliemeister, MSW, RN, C-EFM Signature

3/19/18 Date

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Program Contact Information Amy Bliemeister
Telephone Number 402-354-7125 Email Address amy.bliemeister@methodistcollege.edu
Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)? Yes No

PART II (a) - PROGRAM INFORMATION

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

A. Program Name Pharmacy Technician
B. A brief program description Non-credit course combines online learning with on-campus skills labs and on-site training at an actual pharmacy. This course helps prepare you to work as a pharmacy Tech as well as sit for the National Certification Exam.
C. Length of Program 9 weeks or 16 weeks (accelerated) (traditional) Total Credit Hours Required 8

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

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

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

PART I - GENERAL INFORMATION

Date of Application 3/19/18

Name of Institution Nebraska Methodist College

Address 720 N. 87th St, Omaha, NE 68114

Telephone Number 402-354-7100 Fax: 402-354-7055

Location of Training Facility 720 N 87th St, Omaha, NE 68114

Name of Chief Executive Officer Deb Carlson, PhD

Program Contact Information Amy Bliemeister

Telephone Number 402-354-7125 Email Address amy.bliemeister@methodistcollege.edu

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

PART II (a) - PROGRAM INFORMATION

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

A. Program Name Medical Assistant

B. A brief program description Students will gain experience in a fully equipped classroom and laboratory prior to a 300 hour clinical experience. Students are required to take the AAMA certification prior to graduation. Medical Assistants primarily work in clinics and assist physicians and patients.

C. Length of Program 12 months Total Credit Hours Required 9

930 clock hours total

D. What is the method of delivery?

- Classroom
 Computer-Based CD-Rom
 Distance (TV/Satellite/Cable)
 Self-Study (Correspondence)
- Lab
 Clinical
- Web-Based (Internet) URL Address

PROGRAM COSTS:

- 1a. Tuition (per credit hour) \$ 13,018 (non-credit program)
- 1b. Tuition (Out-of-State, per credit hour) same
2. Supplies, including tools, uniforms, etc. Included in tuition
3. Fees, including laboratory, student rentals, deposits \$ 25 application fee
4. Miscellaneous charges —
5. Average cost per year for program —
6. Total cost to complete this program \$ 13,043

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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

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

CERTIFICATION

Amy Bliemeister certify that I am the Director of Professional Development of the training
 Name Title

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

Amy Bliemeister, MSN, RN, C-EEEM 3/19/18
 Signature Date

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

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

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

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

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

PART II (a) - PROGRAM INFORMATION

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

A. Program Name Phlebotomy

B. A brief program description Non-credit class teaches how to collect, transport, handle, and process blood and other specimens for medical analysis. Course combines classroom instruction, hands on skills labs, and clinical experience.

C. Length of Program 180 clock hours Total Credit Hours Required 0

5 weeks or 9 weeks
(accelerated) (traditional) 1

D. What is the method of delivery?

- Classroom Computer-Based CD-Rom Distance (TV/Satellite/Cable) Self-Study (Correspondence)
 Lab Clinical
 Web-Based (Internet) URL Address

PROGRAM COSTS:

- 1a. Tuition (per credit hour) \$900 (non-credit)
1b. Tuition (Out-of-State, per credit hour) —
2. Supplies, including tools, uniforms, etc. # 65 book
3. Fees, including laboratory, student rentals, deposits \$25 application fee
4. Miscellaneous charges —
5. Average cost per year for program —
6. Total cost to complete this program \$ 990

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

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

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

CERTIFICATION

I, Amy Bliemeister certify that I am the Director of Professional Development of the training
Name Title

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

[Signature] MSUKU, C-EM
Signature

3/19/18
Date

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

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