

ATLANTA REGIONAL WORKFORCE BOARD INSTRUCTION 12-10

DATE: September 27, 2012

SUBJECT: Revised Procurement Policies for Pre-Vocational Training Services, Critical Skills Shortages in Health Care, and Specific Skills Training when Insufficient Providers are available.

PURPOSE: To disseminate revised policies for Pre-Vocational Skills Training, Critical Skill Shortages in Health Care, Specific Skills Training when Insufficient Providers are available.

REFERENCES: Workforce Investment Act Section 134(d)(3)(vi), WIA Regulations Section 663.430(a)(2) and SDA 05-05 (August 2005) and subsequent revisions June 2006 and Sept. 2008.

BACKGROUND: The Workforce Investment Act (WIA) provides for flexibility at the local level to update policy and procedures.

POLICIES: New policies and procedures include credentials, specific bid instructions and replace old policies and procedures

ACTION REQUIRED:

1. All staff implement the revised policies for small purchase procurement of WIA training.
2. All staff read and initial this SDA Instruction.

EFFECTIVE DATE: September 27, 2012



Mary Margaret Garrett
Chief, Workforce Development

MMG:at

Attachments: Policy and Procedures for Prevocational Training Services
Policy and Procedures for Procuring Specific Skills Training When Insufficient
Number of Eligible Providers In the Local Area Provide The Training
Policy and Procedures for Procuring Critical Skill Shortage Health Care Training
from Institutions/Businesses Not Included on the Georgia Eligible Provider List

cc: All WFD staff
All Career Resource Centers, Youth Providers



Policies and Procedures for Providing Pre-Vocational Training Services Intensive Services

Workforce Investment Act Section 134(d)(3)(vi) lists as an Intensive Service: “Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct, to prepare individuals for unsubsidized employment or training.”

Pre-vocational services can be provided to Adults and Dislocated Workers in both class-based and work-based settings. ***These services are intended for workers who lack occupational credential/certification and require short-term continuing education offerings to enhance and upgrade skills for unsubsidized employment or training.*** In order to acquire credit and certification for skills required for success in growing occupations, customers can be enrolled into short-term preparation, review and occupational training courses. When a customer can earn occupational certification without having to complete an entire training program, their re-entry into the job market will be accelerated. Short-term (**less than 120 clock hours**) training, preparation and review activities which prepare customers to sit for certification examination may be provided as an Intensive Service.

Required procedure:

As soon as the Career Advisor realizes that Intensive Services might be appropriate for a customer, they should submit the target training area and plans for employment to the Career Center Manager for approval.

1. WIA applicant will complete the Training Program Research Form on three schools. **Timeframes for admission, published price and schedules should be included with complete information on the credential the customer seeks to earn and withdrawal/refund policy of the training institution. Credential information is to be reported on the attached form.**
2. A review of assessment results, client interests, work experience should support the need for activity; and should be documented in the individual employment plan.
3. If the training is not available in an approved course from the EPL, small purchase competitive procurement must be used to purchase the services. Three price quotes or bids from providers showing name of course, number of instruction hours, instructional fee, cost of curriculum materials, credential information, exam fee **and school withdrawal/ refund policy must be obtained.** A printout of a web page will suffice. The provider with the lowest price quote or bid will be selected to provide the prevocational activity. If the vendor who submitted the lowest bid is not selected, justification for choosing a higher bid must be documented for reasons such as: distance, start date too late, schedule prohibits attendance at instructional hours, etc.
4. Career advisors will prepare a Request for Enrollment. **The Program Research Form, small purchase procurement documentation, credential information**

and withdrawal/refund policy of the training institution will be attached to the Request for Enrollment and submitted to the Career Center Manager for approval. .

5. The small purchase dollar range is from \$500 to \$5,000.
6. Customers will not be enrolled into Training Services but enrolled into Intensive Services in GWS and WIA/TAA Tracking System.
7. **The One Stop operator will prepare Local Area user Non-ITA entry form 3 4 08(3) and forward to the ARC Program Technician**
8. A voucher will be used to pay the provider.
9. **Copy of the voucher with the three price quotes, credential information and withdrawal/refund policy of the institution must be provided to ARC Workforce Accounting Technician by the career advisor.** This information will be attached to the vendor invoice, processed for payment and retained by ARC in financial files.
10. The One-Stop operator will assist the customer in arranging and paying for the credential exam.
11. **The One Stop operator will be responsible for entering credential attainment into the WIA/TAA Tracking System.**
12. The One Stop operator will be responsible for providing Job Search and Retention services.
13. If the individual is self-employed or performs consultant and/or contract employment, information about wages and earnings will need to be gathered and documented for supplemental data entry. Customers should sign an agreement to provide this information after training. (This agreement will be in the enrollment package.)

Small Purchase Competitive Procurement Price Quotes

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
Total Bid Less Tax	

Price quote valid for six months from this date: _____

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
Total Bid Less Tax	

Price quote valid for six months from this date: _____

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
Total Bid Less Tax	

Price quote valid for six months from this date: _____

Atlanta Regional Workforce Board
 Credentials for Each Program Requested for Georgia Eligible Training Provider List

School Name:

Date:

Program	Credential Name	Organization Granting Credential	Price of Examination	Address and Contact Information Of Organization Granting Credential

- Attach a copy of the credential and a confirming statement that graduates of your program may sit for the Credential Examination

Policy for Procuring Specific Skills Training When Insufficient Number of Eligible Providers in the Local Area Provide the Training

WIA Regulations Section 663.430(a)(2) states that training mechanisms other than Individual Training Accounts may be used to provide training services "When the Local Board determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs." The DOL has interpreted this section to address instances where an entire ITA system is "excepted" in lieu of contract training. The ARWB has clearly demonstrated that a system exists, yet there are insufficient numbers of eligible providers in specific high growth, demand occupations.

Insufficient numbers of high growth occupation providers in the metro area may be attributed to high demand curriculum specifics, qualified faculty, lack of large scale training classes, etc.

Prior to utilizing the following procedures, the Career Advisor should review the EPL for updates that might reflect additional training in high growth demand occupations.

In order to facilitate training opportunities at accredited training providers not included on the Eligible Provider List, procedures for competitively procuring specific career training in growing occupations are as follows:

1. WIA applicant will complete the Training Program Research Form on three schools. **Timeframes for admission, published price and schedules should be included with complete information on the credential the customer seeks to earn. Credential information is to be reported on the attached form.**
2. Small purchase procurement (\$500 to \$5000) will be used.
3. Review of assessment results, client interests, work experience should support the training selection
4. Career advisors will prepare a Request for Enrollment. **The Program Research Form and small purchase procurement documentation, credential the customer will earn, withdrawal/refund policy of the training institution will be attached to the Request for Enrollment and forwarded to Career Center Manager for approval.** The customer will have an Individual Training Account and be entered into WIA/TAA Tracking System.
5. A voucher will be used to pay the provider.
6. **Copy of voucher with three price quotes, credential information, withdrawal/refund policy of the training institution must be provided to ARC Workforce Development Accounting Technician by the career advisor.** This information will be attached to the invoice and voucher once these are received from the vendor and kept by ARC in financial files
7. The One Stop Enrollment Package will be used for these customers
8. The One Stop Operator will be responsible for providing Job Search and Retention Services
9. The One Stop Operator will be responsible for entering credential attainment into the WIA/TAA Tracking System.
10. If the individual is self-employed or performs consultant and/or contract employment, information about wages and earnings will need to be gathered and documented for supplemental data entry. Customers should sign an agreement to provide this information after training. (This agreement will be in the enrollment package.)

Small Purchase Competitive Procurement Price Quotes

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
Total Bid Less Tax	

Price quote valid for six months from this date: _____

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
Total Bid Less Tax	

Price quote valid for six months from this date: _____

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
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Price quote valid for six months from this date: _____

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School Name:

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- Attach a copy of the credential and a confirming statement that graduates of your program may sit for the Credential Examination

Policy for Procuring Critical Skill Shortage Health Care Training from Institutions/Businesses Not Included On Georgia Eligible Provider List

Current Environment for students seeking education and training in critical shortage health care occupations at institutions on the Eligible Provider List to prepare for critical shortage careers in health occupations:

In the metropolitan Atlanta area, the majority of institutions on the EPL currently offering critical shortage health care occupational training program have limited capacity for student enrollment due to size of school waiting lists, number of training slots available, training start dates, lack of faculty and commute distance. ARC has researched providers of similar training and found that higher level critical health care shortage occupational training is generally provided by either an accredited technical college or university or through area hospitals. The SouthWest Georgia AHEC website contains a comprehensive listing of educational institutions offering critical shortage health care occupational training. The three categories are: Technical and adult education programs, college and university programs and hospital based programs. Access the site at www.sowega-ahec.org – click on [Career Guide](#).

Due to the public exigency that exists regarding immediate needs of workers and severe health care shortages in the metro area, the WIB has determined that an insufficient number of eligible programs with open/available training slots exist to satisfy the immediate emergency needs. In order to facilitate training opportunities at accredited training occurring at metro area hospitals (not included on the Eligible Provider List), procedures for competitively procuring specific career training in critical shortage occupations are as follows:

1. Applicant will complete the Training Program Research Form on three schools. **Timeframes for admission, published price and schedules should be included. If it is determined that insufficient openings for enrollments or timeframes for enrollments exist at institutions currently on the EPL, the AHEC list of programs can be utilized under small purchase procurement.**
2. For institutions not on the EPL, **price quotes will be submitted on the attached form with complete information on the credential the customer seeks to earn along with the withdrawal/refund policy of the training institution.**
3. Small purchase procurement (\$500 to \$5000) will be used.
4. A review of assessment results, client interests, and work experience should support the training selection
5. **Career advisors will prepare a Request for Enrollment. The Program Research Form, small purchase procurement, credential documentation, institution withdrawal/refund policy will be attached to the Request for Enrollment and forwarded to the Career Center Manager for approval.** Customer will have an Individual Training Account and be entered into WIA/TAA Tracking System.

6. A voucher will be used to pay the training provider.
7. **Copy of voucher with three price quotes, credential information, and withdrawal/refund policy of the institution must be provided to ARC Workforce Development Accounting Technician.** This information will be attached to the invoice and voucher once these are received from the training provider and retained by ARC in financial files.
8. The One Stop Enrollment Package will be used for these customers
9. The One Stop Operator will be responsible for providing Job Search and Retention Services
10. **The One Stop Operator will be responsible for entering credential attainment into the WIA/TAA tracking system.**
11. If the individual is self-employed or performs consultant and/or contract employment, information about wages and earnings should be gathered and documented for supplemental data entry. Customers should sign an agreement to provide this information after training. (This agreement will be in the enrollment package.)

Small Purchase Competitive Procurement Price Quotes

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
Total Bid Less Tax	

Price quote valid for six months from this date: _____

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
Certification Exam Fee	
Total Number of Hours	
Total Bid Less Tax	

Price quote valid for six months from this date: _____

Vendor: _____

Address: _____ phone: _____

Item	Price
Instructional Fee	
Curriculum Materials, Books	
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School Name:
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- **Attach a copy of the credential and a confirming statement that graduates of your program may sit for the Credential Examination**

Hospital Based & Proprietary School Programs

The following is a list of educational programs for the health careers identified in this guide that are offered through hospitals and proprietary schools in Georgia. This is not a complete listing of educational programs offered by these schools - it only includes educational programs for health careers covered in this guide. To find the specific certification, diploma or degree awarded by each school, see the individual career pages. There are many hospitals in Georgia that offer nursing assistant training programs. Please visit the Georgia Health Partnership website at www.ghp.georgia.gov for a list of approved programs. Some proprietary schools offer online programs that increase accessibility to their educational programs. Check with individual schools to see if they offer these options. Please note that schools with more than one campus may not offer every program at every campus. For more information on the individual programs, talk to your career counselor or make a direct contact with the institution. Only proprietary schools that are authorized by the Georgia Nonpublic Postsecondary Education Commission and accredited by an agency recognized by the US Department of Education are included in this directory. The schools that follow are accredited by one or more of the following agencies: Accrediting Commission of Career Schools and Colleges of Technology, Accrediting Bureau of Health Education Schools, Accrediting Council for Independent Colleges and Schools, Accrediting Council for Continuing Education and Training, and Council on Occupational Education. **Graduation from an accredited program is often required in order to obtain certification, registration or licensure. Ask about the accreditation status of programs in which you are interested.**

HOSPITAL-BASED PROGRAMS

DeKalb Medical Center
www.dekalbmedical.org
Decatur
(404) 501-5307
Radiologic Technologist

Grady Health System
Schools of Radiation and
Imaging Technologies
www.gradyhealthsystem.org
Atlanta
(404) 616-3610
Diagnostic Medical Sonographer
Radiation Therapist (applicant must be a
Radiologic Technologist)
Radiologic Technologist

University Health Care System
Stephen W. Brown School of
Radiography
www.universityhealth.org
Augusta
(706) 774-5010
Radiologic Technologist

PROPRIETARY SCHOOL PROGRAMS

Academy of Somatic Healing Arts
www.ashamassage.com
Norcross
(866) 553-2661
(770) 368-2661
Massage Therapist

Advanced Career Training
www.act-edu.com
Morrow
(678) 422-4500
Dental Assistant
Medical Assistant
Medical Coder

American Professional Institute
www.api.edu
Decatur
(404) 371-3338
Duluth
(678) 473-7820
Gainesville
(770) 297-8080
Macon
(478) 314-4444
Milledgeville
(478) 452-3900
Massage Therapist
Medical Assistant
Medical Coder
Nursing Assistant
Pharmacy Technician
Surgical Technologist

Atlanta School of Massage
www.atlantaschoolofmassage.com
Atlanta
(877) 359-7290
(770) 454-7167
Massage Therapist

Augusta School of Massage, Inc.
www.augustamassage.com
Evans
(706) 863-4799
Massage Therapist