

Greetings!

This is a reminder that at the end of every fiscal year, Eligible Training Providers (ETPs) are required under the Workforce Innovation and Opportunity Act (WIOA) to submit a Performance Data Report (PDR) and oversight documentation for each training program approved through the Northern Virginia Workforce Development Board (NVWDB) Area #11.

Additionally, due to mandates from the State Workforce Development Board and Virginia Community College System, there are two critical changes to the WIOA ETP Annual PDR Renewal process this year, starting July 1, 2017. Details of these changes were sent to all ETPs in May:

**1. Required Training Completion and Credential Attainment Rates**

The State is now requiring that providers must meet the following criteria for each individually-approved training program: Training Completion Rate must meet or exceed **50%** and Credential Attainment Rate must meet or exceed **65%**.

**2. All Approved Training Providers Must Formally Reapply for Approval**

The State also requires all Eligible Training Providers to reapply for their programs using the new, statewide training provider and training program applications.

The updated Performance Data Report (PDR) reflects the recent changes that the State now requires of all ETPs. For details on these changes, you can review the latest [Virginia Workforce Letter 16-06 Change 1](#), specifically Section B. In addition, you may submit any questions regarding the renewal process via email at [sheila.jones@myskillsource.org](mailto:sheila.jones@myskillsource.org) by Friday, August 4. I will compile a list of the most frequently asked questions (FAQs) and send it out to each ETP.

If you wish to maintain your status as an ETP, you will need to fill out and return the following information by **August 31, 2017**:

- [Training Provider Application](#) including all Supplemental information such as Non-discrimination Policy and ADA Compliance;
- [Training Program Application](#) for each approved training program; and
- [Annual Performance Data Report](#).

Each ETP must submit data on completion rates, skills attainment, job placement, and average wages for participants served from **July 1, 2016** through **June 30, 2017** for every program currently approved with NVWDB. In addition, appropriate oversight documentation is also requested for each approved program along with the ADA and non-discrimination policy. Please

note, this information must be submitted even if your organization did not train any WIOA-funded jobseekers during this time period.

Failure to submit all required information for each approved training program with the NVWDB by **August 31, 2017** deadline will result in removal of the training program from the NVWDB Eligible Training Provider List.

If you have any questions or concerns, please contact me at [sheila.jones@myskillsource.org](mailto:sheila.jones@myskillsource.org) or 703-752-1606.

Sincerely,

Sheila Jones  
Program Coordinator  
**The *SkillSource* Group**