

	Policy No: PW-312
	Effective Date: July 1, 2022 Original Approval: DRAFT
	New <input checked="" type="checkbox"/> Revised <input type="checkbox"/>
One-Stop Certification	

PURPOSE:

Under the Workforce Innovation and Opportunity Act (WIOA), local boards are required to establish criteria and procedures to assess the effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers. The purpose of this policy is to establish these criteria, as well as the process for assessing and certifying the WorkSource Oregon (WSO) centers located within the Southwestern workforce region.

REFERENCES:

Workforce Innovation and Opportunity Act, Training and Guidance Letter 16-16, January 18, 2017
 State of Oregon: WIOA 121 (g): One- Stop Center Certification Policy, June 9, 2017

POLICY:

- WSO centers in the Southwestern region will be formally assessed utilizing the One-Stop Assessment/Certification Checklist (Attachment A), at a minimum, of once every three years.
- SOWIB staff will work in coordination with the Regional One-Stop Operator and the Local Leadership Team to conduct an on-site assessment of each center to determine if the center meets the certification requirements outlined in Attachment A.
- In the event that a comprehensive or affiliate center does not meet re-certification criteria, technical assistance and/or a corrective action plan will be documented that includes the actions to be taken and the allotted period of time to meet the conditions for certification.
- Attachment A shall be maintained, along with any referenced attachments including but not limited to the Accessibility Assessment, by SOWIB staff in accordance with SOWIB Records Retention Policy.
- At the discretion of the SOWIB Executive Director, a center may be certified/re-certified while concurrently receiving technical assistance or completing corrective action.
- At the discretion of the SOWIB Executive Director, a new or enhanced center that meets the certification criteria may be certified at any time, following the process outlined in the One-Stop Certification policy.