

Policy : One Stop Career Certification

Effective Date: 10/27/22

In keeping with SETC #2016-14 New Jersey Local One-Stop Career Center Certification Process, it is the policy of the Essex County Workforce Development Board to follow the following procedures to review and complete the requirements for certification. This process should be completed every two (2) years.

Background: WIOA Section 121 requires that local One-Stop Career Centers be certified.

Procedure for Certification of the Essex County One-Stop

- 1) As per SETC Resolution #2016-14, we are establishing a process of review that includes qualified group of non-conflicted Essex County WDB Members that are able to perform this review.
- 2) There are four (4) pre-requisites to certification that are required to be established:
 - a. Accessibility standards
 - b. Grievance/complaint system for customers
 - c. A certified local Workforce Development Board
 - d. Local MOU that includes the Workforce board and its partners
- 3) The qualified group of non-conflicted Essex County WDB members were given the quality benchmarking tool (checklist) and interviewed a representative of the Essex County One-Stop. A record of the meeting/ interview will be kept.
- 4) A One-Stop Certification package will be compiled which includes:
 - a. A transmittal letter indicating that the area is requesting certification.
 - b. A discussion of how the area went through the process.
 - c. Where the related documentation used in determining suitability of the requirement is available for review.
 - d. Indication of who the local point of contact is for access to the documentation and associated staff.
- 5) The completed package will be sent to the SETC in a timely manner.