

## **Attachment C – Certification Documentation Requirements**

Local WDBs must submit documentation of the certification review and the outcome for all Comprehensive and Affiliate Centers in their respective local areas by June 30 of the program year prior to the beginning of the certification period (e.g., for Program Year 2017, certification outcomes must be submitted by June 30, 2017) to [hecc.owi-workforce-policy@hecc.oregon.gov](mailto:hecc.owi-workforce-policy@hecc.oregon.gov).

Documentation must include:

- The Certification Period (e.g. PY 2017 through PY 2019)
- The location/address and hours of operation for each Center being assessed
- A list of the partner programs available at the center, and a list of onsite partners (including each partners' hours, if not present full-time)
- Local WDB certification assessment policy and procedure
- Rating and review summary for each WSO Center
- Corrective action plan for any Center(s) that fail certification