



Regional Workforce Development Certification Training Application and Agreement

Our region has a talented pool of Workforce Development Professionals, yet in these difficult times it is important to increase skills and knowledge to better serve the dislocated workers, the veterans, the ex-offenders, and the disadvantaged. The SWORWIB is willing to invest in those Workforce Development Professionals who seek to improve the region's economic status, and who we hope will remain involved in this field in this region, leading the way for others. Consequently, the SWORWIB leadership obtained financial support from the Greater Cincinnati Foundation and The Haile Foundation to be able to provide certification training at no cost to organizations in the region who provide workforce development services.

Forty spaces are available for the Workforce Development Certification Training Program being offered in February-May, 2009. We hope for diversity in agency representation, however, we will allow for more than one person per agency, occupancy permitting.

Interested applicants must complete (type or print legibly) and sign this form, include supplementary information and obtain the necessary approvals. This form must be completed in full and submitted to the SWORWIB by February 6th. Incomplete applications will not be considered. Applicants accepted for participation will be notified and receive additional information.

Name: _____

Title: _____ Years in position: _____

Primary Job Responsibility is Staff Training: Yes No

Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Primary Work Place (circle one)

Non-Profit Organization Correctional Facility

Other State or County Agency (*please explain*) _____

Other (*please explain*) _____

Type of Agency (circle one)

Federal

State

Local

Regional

Private

Other (please explain) _____

Agency/ Institution Information

Agency/ Facility Name: _____

Population Served: _____

Number of Agency Staff: _____

Checklist:

- Complete Application
- Attach Supplementary Information
- Meet the combination of experience and education requirements for GCDF certification or provisional certificate

I Agree To:

1. Fully participate in the program, completing all pre- and post- training assignments, practical assessments, and evaluations.
2. Attend ALL fourteen days barring any unforeseen medical emergencies.
3. Coordinate and collaborate with other agencies to secure the necessary resources to provide training to other service providers working with ex-offenders, dislocated workers, veterans and the disadvantaged.
4. Pursue certification as a Global Career Development Facilitator through the National Career Development Association, Center for Credentialing and Education, Inc.
5. Acquire access to CD-ROM for practical experiences.

Applicant Signature _____ Date _____

Send completed applications to
Amy Nock
SWORWIB
300 Carew Tower
441 Vine Street
Cincinnati OH 45202

Questions regarding the application may be directed to Amy Nock,
(513) 562 – 8454, anock@cincinnati-chamber.com.

ENDORSEMENT OF APPLICATION BY AGENCY CHIEF EXECUTIVE OFFICER

The application will be considered incomplete if not endorsed by the CEO of the applicant's agency.

Education and Work Experience

All requirements for education and work experience are subject to CCE verification. If these requirements are not met, the applicant will not be eligible for the Certification.

- **Graduate Degree and 1,400 hours.** One year of professional experience is equivalent to approximately 1,400 hours. An individual with one year of experience in career counseling and a master's degree in a related field will meet the education and experience requirements for the GCDF certification.
- **Bachelor's Degree and 2,800 hours.** Two years of professional experience is equivalent to approximately 2,800 hours. An individual with two years of experience and a bachelor's degree in a related field will meet the education and experience requirements for the GCDF certification.
- **Two years of College Credit and 4,200 hours.** Three years of professional experience is equivalent to approximately 4,200 hours. An individual with three years of experience and two years of college credit will meet the education and experience requirements for the GCDF certification.
- **High School Diploma/ General Equivalency Diploma and 5,600 hours.** Four years of professional experience is equivalent to approximately 5,600 hours. An individual without a college education may become certified if he or she has approximately four years of eligible work experience. All eligible work experience must have been completed after high school graduation or after receiving a GED.

Nomination/ Endorsement

Nomination/ Endorsement must be made by the Chief Executive Officer.

I recommend _____ from this agency for participation in the Workforce Development Certification Training (Offender Workforce Development Specialist and Global Career Development Facilitator Certifications) for which this application is being submitted. This nomination is made on the basis that the candidate will be in a position to affect and document improvement in our organization based on this training opportunity. I agree to collaborate and coordinate with other agencies whose staff are participating to support the training efforts to plan, develop, manage and evaluate training in our community. I agree to support trainees' application of skills, knowledge, and abilities as a Certified Workforce Development Specialist. I agree to fully participate in the efforts to evaluate the impact of this training effort. The information provided is accurate and complete.

CEO Signature _____ Date: _____

Printed Name: _____

Title of CEO _____

Agency: _____ Phone: _____

Attachment A
Supplemental Information

Name: _____

Title: _____ Education Level: _____

- Review the Education and Work Experience requirements as defined on the application.
- Outline below the total number of years and responsibilities in Workforce Development, client training, adult education or related work field. Supplemental information must be detailed as it relates to work in the field.
- *The attachment of a resume does not meet submission requirements for this attachment.*
- Please attach additional pages as necessary.

Attachment B
Supplemental Information

Name: _____

In 300 words or less, describe how you will utilize the Workforce Development Certification Training (Offender Workforce Development Specialist and Global Career Development Facilitator Certifications) to enhance services in your community for individuals who are dislocated workers, ex-offenders, veterans, or otherwise disadvantaged. Attach additional pages as necessary.

Information on the GCDF is available at <http://www.cce-global.org/credentials-offered/gcdfmain>.