



# WIB Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0247 [www.dcwib.org](http://www.dcwib.org)

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## **“Building Partnerships for Workforce Solutions”**

### **Check list of items needed for initial eligibility**

The following documents shall be submitted to the DCWIB directly upon requesting Training Provider status – Please visit [www.dcwib.org](http://www.dcwib.org) to view the FAQ’s regarding these items and to download some of the required forms.

1. An Authorized Signature Form
2. A W-9
3. A description of the type(s) of training for which the agency is applying – if the description at [www.labor.state.ny.us/etp](http://www.labor.state.ny.us/etp) is not up to date
4. Provider credentials  
Require evidence of business / incorporation (license or accreditation)
5. Method the agency will use for documenting student attendance and grades in a written format  
Require a written statement on company letterhead with attachments / samples as deemed necessary
6. Method the agency will use to measure Dutchess County Workforce Area performance standards in a written format  
Require written statement on company letterhead as to how the agency will handle capturing the statistics for the completion rates, individuals who entered unsubsidized employment, retention rates for the second and third quarter after program exit and the attainment of license or certification to report to the DCWIB
7. Course catalog  
Submit either entire catalog or select program brochures
8. Institution’s refund policy in writing  
Submit in writing on company letterhead or reference page number in company catalog, brochure or flyer
9. Signed Training Provider agreement