Recertification Information and Instructions

Each certified Kentucky Work Ready Community status will last for three years, at which time each county must be recertified. At the three year anniversary of certification the county will need to submit a recertification update application. Certified Kentucky Work Ready Communities in Progress may continue to use their current certification status in marketing materials and communications until notified by acceptance or denial of recertification by the Kentucky Workforce Innovation Board.

If recertification is denied, the county must cease the use of Kentucky Work Ready Community in Progress status in all marketing and communications immediately until such time as a new status is achieved and approved by the Kentucky Workforce Innovation Board. Submittal requirements and the process for recertification are described below.

Recertification Submittal Contents

Applications for recertification must be submitted in accordance with the application review timeline as posted on the Kentucky Work Ready Communities website to ensure ample time for review prior to the counties three year anniversary date. Completed applications include…

1. **Recertification Update Form**: This should be the first document of the application. Staff will verify that all the data included on the sheet is correct.

2. **Committee Roster:** Please include an updated roster of Work Ready committee members and their contact information.

3. **Narratives**: Narratives are required for any category that does not meet Work Ready Community requirements, or any category that was added with the 2018 updated application. Please keep narratives concise, addressing how the missed goal will be reached. Please limit narratives to no more than 2-3 paragraphs for each category.

4. **Evidence of Engagement:** Please provide a list of meeting dates for any committee or subcommittee meetings, letters of support, or evidence of activities that have occurred in direct support of the Work Ready Communities program. It is required that employer engagement be documented throughout the process.

Recertification Process:

Applications will be forwarded to members of the Kentucky Work Ready Community Review panel. Any questions from the review panel will be submitted to the applicant for written responses. Written responses must be received not less than one week prior to the scheduled meeting of the review panel. Unless requested by the panel, a presentation at the panel meeting will not be part of the recertification process. Representatives of the county applying for recertification may attend the meeting of the panel but are not required to do so.

The review panel may discuss and vote to recommend recertification, change of status, or denial of status to the Kentucky Workforce Innovation Board. The board will receive these recommendations at their next scheduled meeting. Applicants for recertification will be notified of the recommendation of the panel as well as the date, time and location of the board meeting where action may be taken by the board.

Recertification is valid for three years from the date it is approved by the board. If a certification is denied, the applicant must wait one year from the date of the denial before reapplying for a new status.

RECERTIFICATION UPDATE

Name of County

Date:

County Contact Name

Email Address/ Phone #

Criteria	At time of original application.	Most Recent Data
High School Graduation Rate	%	%
Percent of working age adults without a High School Diploma or Equivalent (HSE)	%	%
Percent of working age adults with an Associated Degree or Higher	%	%
Percent of working age adults with some college or higher degree		%
Percent of Households with Broadband access of 25Mbps or higher		%
Percent of population with career readiness credentials (NCRC, KY Essential Skills, other)	%	%
~~Number of Active Licensures~~ (Currently Suspended)	NA	
Number of Apprenticeship in County		
Engagement of Disabled, Veteran, Ex-Offender and Medicaid Populations	Please attach current narrative summarizing engagement	

Community Commitment	Please attach a current Work Ready Community Committee Roster
Work Ethic Seal	Please attach an update of number enrolled and number who have completed the program
Workforce Supply and Demand	Please attach current narrative summarizing 5-year occupational demand in approved KWIB sectors and how community preparing to fill those positions

Criteria Narratives

Narratives are required for any category that does not meet Work Ready Community requirements, or any category that was added with the 2018 updated application. Please keep narratives concise, addressing how the missed goal will be reached. Please limit narratives to no more than 2-3 paragraphs for each category.

Contact Information

For more information or clarification, please contact:

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Phone Number: (502) 564-7140
Website: http://workready.ky.gov

Submittal Format

All applications for recertification must be submitted in PDF format either via email, with receipt verification, or mail on a flash drive via verifiable delivery. It is the responsibility of the applicant to verify delivery/receipt of the application.

Mailing Address:
300 Building, 4th Floor
300 Sower Blvd
Frankfort, KY 40601

Email:
workready@ky.gov