



## Recertification Information and Instructions

Each certified Kentucky Work Ready Community is required to submit for recertification not less than two years following initial certifications and each subsequent recertification. Certified Kentucky Work Ready Communities 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 Investment Board.

If recertification is denied, the county must cease the use of Kentucky Work Ready Community status in all marketing and communications immediately until such time as a new status is achieved and approved by the Kentucky Workforce Investment Board. Counties may be recertified as Work Ready in Progress if benchmarks for each criteria are not met. In these cases, communities must convert marketing and communications to reflect the new status within thirty (30) days of notification by the board.

Submittal requirements and the process for recertification are described below.

### **Recertification Process**

The applicant county is responsible for submission of a complete package of materials no later than the anniversary date two years following the initial certification or subsequent recertification.

Upon receipt of the submittal package, staff will verify the following: High School Graduation Rates, current NCRC holders, Educational Attainment (including new GED requirement data), High Speed Internet Availability.

Any required narratives will be forwarded to members of the Kentucky Work Ready Community Review panel. Questions from the review panel will be submitted to the applicant for written responses not less than two weeks prior to the next scheduled meeting of the panel. 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 Investment 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 two years from the date it is approved by the board. If a certification status is changed to Work Ready in Progress, the applicant will be subject to the requirements specified in the

Work Ready Community in Progress guidelines/application requirements including that the certification status will remain in effect for two years or until such time as the applicant provides evidence that it meets all of the benchmarks for Work Ready status, whichever comes first.

## Required Submittal Contents

1. A letter from the county's committee or team leader requesting recertification and indicating the date of the original certification and each subsequent recertification.
2. Work Ready Community Application Form – This form must be completed and shall include the most recently available data at the time the form is submitted.
3. Meeting attendance or sign-in sheets from committee and subcommittee meetings for the period beginning with certification or the last recertification through the submission of this package.
4. Meeting notes or minutes from committee or subcommittee meetings fitting the timeframe criteria above.
5. Evidence of continuous improvement for each of the criteria presented in a summary not to exceed 2 pages covering High School Graduation Rates, NCRC, Educational Attainment, and Soft Skills programs. The summary should highlight progress or lessons learned since the last certification or recertification.
6. An updated roster of committee members and their contact information, including identification of the applicant's key contact.



## Submittal Format

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

## Submittal Checklist

- Cover letter
- Application Form
- Meeting Attendance Sheets
- Meeting Notes
- Improvement Summary
- Committee Roster

## **Contact Information**

For more information or clarification, please contact:

**Address:**

Kentucky Work Ready Communities  
c/o Kentucky Workforce Investment Board  
Capitol Plaza Tower, 3rd Floor  
500 Mero Street  
Frankfort, KY 40601

**Phone:**

(502) 564-0372

**Email:**

[workready@ky.gov](mailto:workready@ky.gov)