



## 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 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 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 Process

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.

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 three 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 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.

## 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 toward the achievement of any criteria for which the county did not meet the established benchmarks in the original or most recent recertification of Work Ready presented in a summary not to exceed 2 pages.
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

- |                                                    |                                              |
|----------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Cover letter              | <input type="checkbox"/> Meeting Notes       |
| <input type="checkbox"/> Application Form          | <input type="checkbox"/> Improvement Summary |
| <input type="checkbox"/> Meeting Attendance Sheets | <input type="checkbox"/> Committee Roster    |

## Contact Information

For more information or clarification, please contact:

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