

**Meeting of Northwest TN Workforce Board  
and Local Elected Officials for LWDA 12  
313 W. Cedar Street  
Dyersburg, TN  
February 23, 2016**

**Board Members Present:**

Rita Alexander	Sandy Barnett	Karen Bowyer	John "Glad" Castellaw
Doug Clark	Yvette Dixon	Jon Dougherty	Will Douglas
Landy Fuqua	Allen Hester	Mary Jones	John Killen
Ed Ledden	Ben Marks	Adam Miller	Ted Piazza
John Penn Ridgeway	Jimmy Williamson	Sandra Woods	

**Board Members via Conference Call:**

Caroline Castellaw	Lindsay Frilling	Jennifer Starks	Cliff Sturdivant
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**Local Elected Officials:**

Jake Bynum	Kenny McBride	Benny McGuire	Denny Johnson
Gary Reasons	Tom Witherspoon	Chris Young	

**Staff Members Present:**

Jennifer Bane	Lori Kelley-Burdine	LeAnn Lundberg	Pam Merritt
Margaret Prater	Kim Quinton	Laura Speer	Connie Stewart Cynthia Webb

**Guest:**

Robin Sealy	Sherry Fowler	Ronnie Gunnels	Alvin Smothers	Blake Swaggart
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**Welcome and Introduction:**

Chair, Local Elected Official, Mayor Gary Reasons greeted everyone and called the meeting to order. The invocation was given by **Mayor Jake Bynum**.

**Chair, Jimmy Williamson:** Opened the business meeting and acknowledged there were enough board members present for a quorum and reminded the members to abstain from discussion and vote on any matter that would be considered a conflict of interest.

1. **Review & Approval of Minutes:** Jimmy Williamson, Chairman had everyone review the November 24, 2015 Board Meeting Minutes.

- **A Motion to approve the November 24, 2015 Board Meeting Minutes was made by Jimmy Williamson and seconded by Tom Witherspoon. All were in favor and the Motion was passed.**

2. **Board Standing Committee Reports:**

Executive Committee: Jimmy Williamson commented on the December 8, 2015 Executive Committee Meeting and reviewed the minutes. \* **See Motions**

**Target Populations:** John Castellaw, committee member commented on the February 8, 2016 Target Populations Committee Minutes. (Exhibit C) A motion was passed in the committee meeting and was presented to the Board. Margaret stated that we would bring back some policies to the next meeting regarding uniforms, etc. \* **See Motions**

**Career Center Services:** Ed Ledden, Committee Chairman commented on the February 3, 2016 Career Center Services Committee Minutes (Exhibit D). Pam Merritt, Director of Training and Staff Development/Rapid Response) reviewed two new provider Programs from Bethel University. The first profile was for an Associate's Degree in Computer and information Sciences and Support Services. The second profile was for a Bachelor's Degree in Athletic Training/Trainer.

Pam reviewed the Appeals process handout (attached). \* **See Motions**

**Promising Practices:** Ben Marks, Committee Chairman: Reviewed and commented on the February 4, 2016 minutes (Exhibit E). Promising Practices Committee reviews existing and new workforce development initiatives and makes recommendations based on local, state-wide, and national trends in workforce and economic development. Career Pathways - Advanced Manufacturing & Healthcare –the existing pathway flyer will be updating the salaries and titles.

1. TN Pathways Update – the Goal is to make sure that every middle school student is introduced to post-secondary education and the world of employment.
2. LEAP update: The LEAP program is going great.
3. ACT WRC – Obion is now obtained their certification.
4. Jail Re-entry program in Dyer County: We were awarded approximately \$72,000 for the jail Re-entry program. Program is going very well.
5. TechHire Grant: We will know more by the next meeting and will advise.

**Employer Services:** Rita Alexander, Committee Chairman: Reviewed and commented on the February 16, 2016, Employer Services Minutes. The main topic of discussion for the meeting was Incumbent Workers. The committee discussed the ten applications that were submitted for consideration of the \$75,000 grant money for Incumbent Workers. \* See Motions

Other discussion took place regarding OJT, ACT WRC and LEAP Day and LEAP Internships.

**MOTIONS:**

- **Executive Committee:** A Motion to accept the December 8, 2015 Executive Committee Minutes as presented was made by Jimmy Williamson and was seconded by Gary Reasons. All were in favor and the Motion was passed.
- **Target Population Committee:** A Motion to fund a travel stipend in accordance with current policy for a one (1) month period of time, for those participating in out of school for Work Experience was made by John Castellaw and was seconded by Tom Witherspoon. All were in favor and the Motion passed.
- **Career Center Services:** A Motion to accept the November 24, 2015 Board Meeting Minutes as presented was made by Tom Witherspoon and was seconded by Mayor Denny Johnson. All were in favor and the Motion was passed.
- **Career Center Services:** A Motion was made Jimmy Williamson to approve Bethel University Associate Degree in Computer and information Sciences and Support Services for the WIOA Eligible Training Provider List. It was noted that funding would only be provided at \$3,000 annually for 2 years with the student having a plan of how they will pay the remainder of the cost for this degree. The motion was seconded by Tom Witherspoon. All were in favor and the motion was approved.
- **Career Center Services:** A Motion to deny approval of the Bethel Bachelor's Degree in Athletic Training/Trainer program for the WIOA Eligible Training Provider List was made by Jimmy Williamson and seconded by Gary Reasons. All were in favor to deny eligibility for this program.
- **Career Center Services:** Jimmy Williamson made a motion to add checking the sex offender register to the current policy of verifying felony status before funding licensed positions. Sandra Woods seconded the motion. All were in favor and the motion was passed.
- **Employer Services:** Jimmy Williamson made a motion to fund \$17,650 to Caterpillar; \$12,000 to PolyOne; \$20,000 to Marvin Windows; \$20,000 to Heckethorn Manufacturing; and \$20,000 to

Firestone for a total of \$89,650. Since the Incumbent Worker Grant will cover \$75,000 the remaining \$14,650 will come from the LWDA local funds. Chris Young seconded the motion and all were in favor and the motion was passed.

**State Workforce Board Update:** Jimmy Williamson stated that the State Plan was approved only to go out for review and discussion. Margaret said she has read the plan and the area map is the same; she has concerns regarding Youth; and Performance Standards are set at 75-80% which is something she wants to discuss.

We are so proud of our Director of Finance and Administrative Services, Cynthia Webb. She received an award for Western Tennessee Employee of the Year at State Workforce Board Meeting.

### **3. WIOA Updates and Quarterly Reports: Margaret Prater**

- Financial Report –Handouts regarding Adult and Dislocated Worker and Youth Services 2015-2016 budget projections. Youth Budget Projections goes through March then Youth gets new money in April. It appears that there will be opportunity to expand with more for Youth after this billing cycle.
- Performance Report – Handout regarding performance, stating that yellow is the target, green we are exceeding those numbers, numbers in red will go up in the next two quarters.
- Margaret Prater stated that P.A.R. was in our office approximately 2 weeks for auditing. We received a NO FINDINGS review!!
- Obion County received their ACT WRC Certification.

#### **Other Business:**

LEAP Update: The current LEAP grant has been extended until June 2017 instead of December 2016. This is the same amount of money that has been well managed and will allow students more time to complete all certifications.

- **A motion to change the previously scheduled November 22, 2016 Board Meeting to November 15, 2016 was made by Gary Reasons and was seconded by Sandra Woods. All were in favor and the motion was passed.**

**NAWB Forum 2016-** Dr. Karen Bowyer, John Castellaw, Yvette Dixon, Margaret Prater, and Sandra Woods will be attending the NAWB Forum, March 12-16. Sandy Barnett will be attending with another group.

There was no further business and the meeting was adjourned by Chairman Jimmy Williamson.

Respectfully submitted,

Kimberly Quinton

Executive Secretary

Target Population Committee Meeting  
Northwest TN Workforce Board  
2500 Central Avenue, Humboldt, TN  
February 8, 2016

Members Present:	Ronnie Gunnels	Brad Hurley	Ian Cochran	John Castellaw
Staff Present:	Connie Stewart	Margaret Prater	Kim Quinton	
Attendees via Phone:	Lindsay Frilling	Mary Jones	Jennifer Bane	Kay Castellaw

**Welcome:** Chairman Brad Hurley opened the meeting.

1. Jail Re-entry program in Dyer County: Margaret Prater (V.P. for Workforce Development) stated that the grant was funded for \$75,000. With this grant a specialized Career Center will be opened in the old jail in Dyersburg. It will house up to 30 non-violent inmates that have the potential to be rehab and capable of entering the work field. A ½ time career advisor and ½ job developer will be hired to work at this Career Center. Doris Willett, from our staff, will be the primary contact person and trainer.
2. Youth Services Contract- Connie Stewart (Director of Youth Services) stated that at the last meeting the RFP was issued and published. Then the review committee met and approved the RFP. Since then Workforce Essentials hired and trained staff last week. The staff began working today (2/8/16) Miranda Miller was hired as coordinator.
3. Youth Supportive Services (Handout) There was much discussion by the committee regarding possible supportive services for youth stated on the handout. It was decided to fund on a case by case basis. The committee decided that child care and automobile repair would not be feasible for funding. All agreed that there is a need for funding of license, uniforms, certification, etc. At this time, the committee will continue to look into these matters but will fund some travel expenses.

**MOTION:** Brad Hurley asked for a motion to fund a ten (10) cent per mile stipend, for a one (1) month period of time, for those hired for Work Experience. Brad Hurley made the motion and Ronnie Gunnels 2<sup>nd</sup> the motion. All were in favor and the motion was passed unanimously.

There was no further business and the meeting was adjourned.

Respectfully submitted,  
Kimberly Quinton  
Executive Secretary

## Supportive Services

**Purpose:** To establish Northwest TN Workforce Board's policy and procedure and processes for disbursing support service requests and expenditures for Workforce Innovation and Opportunity Act funds.

WIOA legislation focuses on the hardest to serve population for youth. Since July 1, 2015, we have and will continue to focus on connecting and serving the disconnected youth population (high school drop outs, youth in or aging out of the foster care system, pregnant and parenting youth, youth with juvenile or adult justice involvement, homeless youth, youth with a disability, and basic skills deficient youth or English Language learners). The disconnected youth may receive tuition assistance and / or work experience to aid them in achieving the skills necessary to enter into the workforce. Currently, LWIA 12 provides travel assistance as our support service. The disconnected youth population may need more support services than we are currently providing.

**Travel:** Our students currently receive a gas card to help the youth go to and from school. This support service is in the amount of approximately .10 cents per mile.

**Other options:**

**Child Care:** Currently DHS provides day care assistance to economically disadvantaged families to pay for child care while they attend school, look for work, or while they are working.

**Medical:** Sometimes our youth will need medical assistance to ensure their health is take care of so they can enter into the workplace. This might include background checks, physicals, psychological exams, immunizations or drug screens that may not be funded by the employer. Some employers require these checks before they would consider placing a youth on work experience.

**Automobile repair:** Transportation is a tremendous barrier in our local area. Many of our youth are without transportation and if they do have transportation, it is likely their vehicle might need some repairs to keep it running. This would not be for routine maintenance (oil changes), but for maintenance repairs to get their car running again so they can attend work or school (radiator, battery, headlights, etc.)

**Certification exams or licensure exams:** Some programs do not put the cost of exams on their costs sheets.

**Uniforms and specialty clothes for employment-** Many youth do not have the money to purchase clothing that would be appropriate for a job interview or the workplace. Other employers might require a specific uniform be purchased or they may need work boots.

**Specialty tools-** Some employers might require tools for the workplace that the youth might not be able to afford.

*Exhibit A*

**Promising Practices Committee Meeting  
Northwest TN Workforce Board  
Conference Call/Meeting  
February 4, 2016**

**Members Present:**

Lori Kelley- Burdine      Margaret Prater      Kim Quinton      Alvin Smothers      Connie Stewart

**Conference Call:**

Karen Bowyer      Will Douglas      Ben Marks      Cliff Sturdivant

**Welcome:** Lori Kelley-Burdine (Director of Public Information and Planning welcomed everyone and opened the meeting. Since there were no actions to be voted on for the meeting, it was decided that the meeting would be held conference call.

**Agenda:**

**Career Pathways – Advanced Manufacturing & Healthcare (Exhibit A).** After feedback from Ed Ledden and a member from Baptist Hospital regarding the flyer, it was determined that the salaries and titles should be updated. Lori said that this flyer had been purchased approximately five years ago so it will need to be recreated in house. This is something that we can update and print as needed.

**TN Pathways Update-** Connie Stewart (Director of Youth Services) stated that at the next meeting on February 16, 2016 the committee will be dividing into sub-committees to focus on three major topics: Career Awareness in Middle School aged students; Sustainability in programs that we initiate; and having a Marketing Committee that will link to Pathways. The goal of these committees is to make sure that every middle school student is introduced to post-secondary education and to the world of employment.

**LEAP update:** Currently serving 184 students in 20 high schools in 10 counties. Benton County and Henry County were recently added. At the request of the State, LEAP Day is scheduled on February 29, 2016. We have hired someone to help seniors prepare resumes this spring to prepare for internship placement.

**ACT WRC- Obion County is now an ACT Certified Work Ready Community (Exhibit B).** Crockett County is only 8 people away from their goal. Testing will begin in Henry County this Spring. This is a great economic development tool since it proves (by a third party) that we have a quality, trainable workforce to hire.

\*Margaret and Lori were asked to present in June for the ACT and MSSC Annual Executive Briefing for the Southern Governors Association and Southern Regional Education Board in Atlanta about our CPT and NCRC efforts.

**Jail Re-entry program in Dyer County:** Margaret Prater (Vice-President for Workforce Development) stated that we were awarded approximately a \$72,000 grant for the Jail Re-entry program, Jail2Job. \$52,000 is contracted with the Dyer County Sheriff's Dept. to cover salaries, and travel. DSCC donated 10 computers to this program. The Sheriff's Office is providing funding for \$26-\$27,000 licensure fee with Manufacturing Skills Standards Council to allow 10 training seats 24/7 for Certified Production Technician. Margaret also noted that the program is already placing inmates in work experience with

the wages received paying for their travel, security guards and fees/fines owed. Any remaining funds will be kept in an account and given to the inmate at release. Doris Willett, Career Advisor, will be managing this contract.

**TechHire Grant-** LWDA 12 could possibly be included in a proposal being written by LWDA 13 (Memphis area). They are focusing on IT and medical device manufacturing. Once we know more we will advise the committee.

There was no further business and the meeting was adjourned.

Respectfully submitted,  
Kimberly Quinton  
Executive Secretary

## Northwest Tennessee Workforce Board

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United Steel Workers,  
Local 878L

# Careers in Advanced Manufacturing

TENNESSEE CAREER CENTERS

## Advanced Manufacturing Study Completed

The Northwest Tennessee Workforce Board recently completed an Advanced Manufacturing Sector Analysis for the 19 rural counties of west Tennessee including Benton, Carroll, Chester, Crockett, Decatur, Dyer, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Tipton, and Weakley.

The analysis identifies companies engaged in advanced manufacturing, job titles, wage information, job openings, projected growth, and classi-

fies advantaged manufacturing sectors, including green jobs. This Sector Analysis serves as a valuable and accessible tool for workforce development professionals, economic developers, grant writers, educators, employers, and jobseekers.

To request a copy of the Advanced Manufacturing Sector Analysis, go to [www.northwesttncareercenter.org](http://www.northwesttncareercenter.org) or contact Margaret Prater, Vice President of Workforce Development (731) 286-3585, extension 16 or email [Prater@nwtworks.org](mailto:Prater@nwtworks.org).

### Fastest Growing Advanced Manufacturing Occupations in TN

- ✦ Engineering Managers
- ✦ Electrical Engineers
- ✦ Industrial Engineers
- ✦ Electrical & Electronics Repairers
- ✦ Numerical Tool & Process Control Programmers
- ✦ Industrial Machinery Mechanics
- ✦ Installation, Maintenance, & Repair Occupations
- ✦ Computer-Controlled Machine Tool Operators
- ✦ Drafter, Engineering & Mapping Technicians
- ✦ Machinists
- ✦ Industrial Engineering Technicians
- ✦ Electrical/Electronics Engineering Technicians
- ✦ Operations Specialties Managers

TN Department of Labor & Workforce Development

### Entry Level Salaries for Tennessee's Highest Paying Advanced Manufacturing Occupations

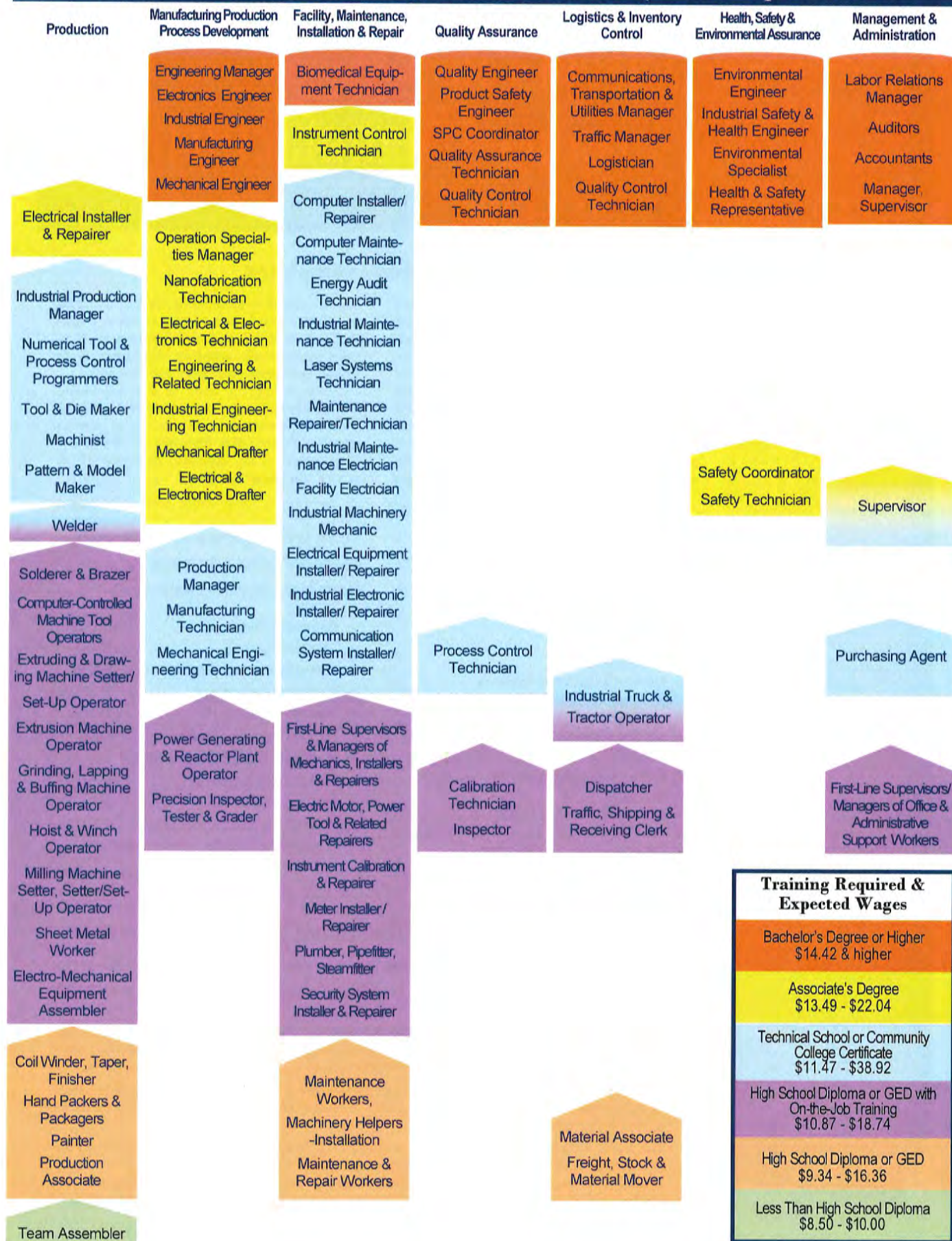
✦ Engineering Managers	\$61,044
✦ Electrical Engineers	\$56,654
✦ Electronics Engineers, Except Computer	\$54,261
✦ Mechanical Engineers	\$51,180
✦ Industrial Engineers	\$48,493
✦ Industrial Production Managers	\$42,374
✦ Industrial Safety & Health Engineers	\$40,200
✦ Product Safety Engineers	\$40,200
✦ Electronic Drafter	\$36,373
✦ First-Line Supervisors/Managers of Mechanics, Installers, & Repairers	\$35,110

TN Department of Labor & Workforce Development

## Snapshot of Advanced Manufacturing in West Tennessee

- ◆ Manufacturing accounts for over 24% of West Tennessee jobs.
- ◆ Among employers surveyed, there were over 450 job openings in March of 2011, with another 500+ openings expected in the future.
- ◆ The 2005 survey of U.S. manufacturing employers found that 80 percent of respondents said that they had a serious problem finding qualified candidates for the highly technical world of modern manufacturing. (National Association of Manufacturers)
- ◆ Due to the technical nature of jobs in advanced manufacturing, more education is required to obtain an entry-level job, and workers need strong skills in reading, math, and locating information in order to earn higher wages.
- ◆ The National Career Readiness Certificate is a significant "tool" in your "toolbox" when applying for jobs in manufacturing. This portable certificate verifies that you can handle tasks that are common and vital in today's workplaces - such as finding information, reading instructions and directions, and working with figures.

# Advanced Manufacturing Career Pathways and Specialties



## Training Required & Expected Wages

Bachelor's Degree or Higher  
\$14.42 & higher

Associate's Degree  
\$13.49 - \$22.04

Technical School or Community College Certificate  
\$11.47 - \$38.92

High School Diploma or GED with On-the-Job Training  
\$10.87 - \$18.74

High School Diploma or GED  
\$9.34 - \$16.36

Less Than High School Diploma  
\$8.50 - \$10.00

ACT WORK READY COMMUNITY GOALS

LWDA 12

Through 12/31/2015

County name	Current Workforce Goal	Current Workforce earned (1/1/12-11/30/15)	Emerging Workforce Goal	Emerging Workforce earned (1/1/12-11/30/15)	Transitioning Workforce Goal	Transitioning Workforce earned (1/1/12-11/30/15)	Total earned	Employers Supporting Goal	Employers Supporting earned	Percent of Goals Attained
Benton	40	55	60	127	183	201	383	13	15	100%
Carroll	70	91	107	118	420	293	502	20	27	79%
Crockett	56	81	61	142	156	148	371	11	42	97%
Dyer	219	382	229	301	879	1763	2446	39	54	100%
Gibson	200	293	327	575	787	637	1505	43	52	88%
Henry	47	67	151	69	264	150	286	34	36	60%
Lake	23	65	28	66	104	175	306	4	23	100%
Lauderdale	91	205	141	142	417	481	828	16	33	100%
Obion	109	200	307	315	452	499	1014	31	32	100%
Tipton	94	146	311	252	475	438	836	34	35	89%
Weakley	72	92	119	91	327	192	375	25	27	69%
Totals	1021	1677	1841	2198	4464	4977	8852	270	376	

TOTAL NCRC ATTAINED (12/31/15)

8852

TOTAL NCRC GOAL

7326

\*Goals must be met by January 30, 2017

Current Workforce	Currently employed private or non-profit Currently employed local, state, or federal government
Emerging Workforce	High school junior, senior, or recent graduate College student or recent graduate
Transitioning Workforce	Currently unemployed GED and adult education participant Current or recent active duty military

Exhibit B



Future  
Laboratory  
Technician

## Healthcare Consortium Members

Bill Kail, Chairman  
Jim Ainsworth  
Richard Hill  
Jimmy Williamson  
Coleman Foss  
Dr. Karen Bowyer  
David Alred  
Henry Lewis  
Scott Self  
Ed Presley  
Phil Agee  
John Carruth  
Keon Faulkner  
Belinda Douglas  
Steve Young  
Mary Bess Griffith  
Don Hutson  
Skipper Bondurant  
Paul Betz  
Jeff Huffman  
Sherry Scruggs

## Information Provided By:

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Research Center  
Jennings A. Jones  
College of Business  
Middle Tennessee  
State University  
Murfreesboro, TN

Exhibit C



# Healthcare Occupations in Northwest Tennessee

Funded by the  
Northwest Tennessee  
Workforce Board

Funded By:  
**Northwest Tennessee Workforce Board**  
313 West Cedar St., Dyersburg, TN 38024  
Phone: 731-286-3585 • Fax: 731-286-3584  
E-mail: [lewis@nwtworks.org](mailto:lewis@nwtworks.org)

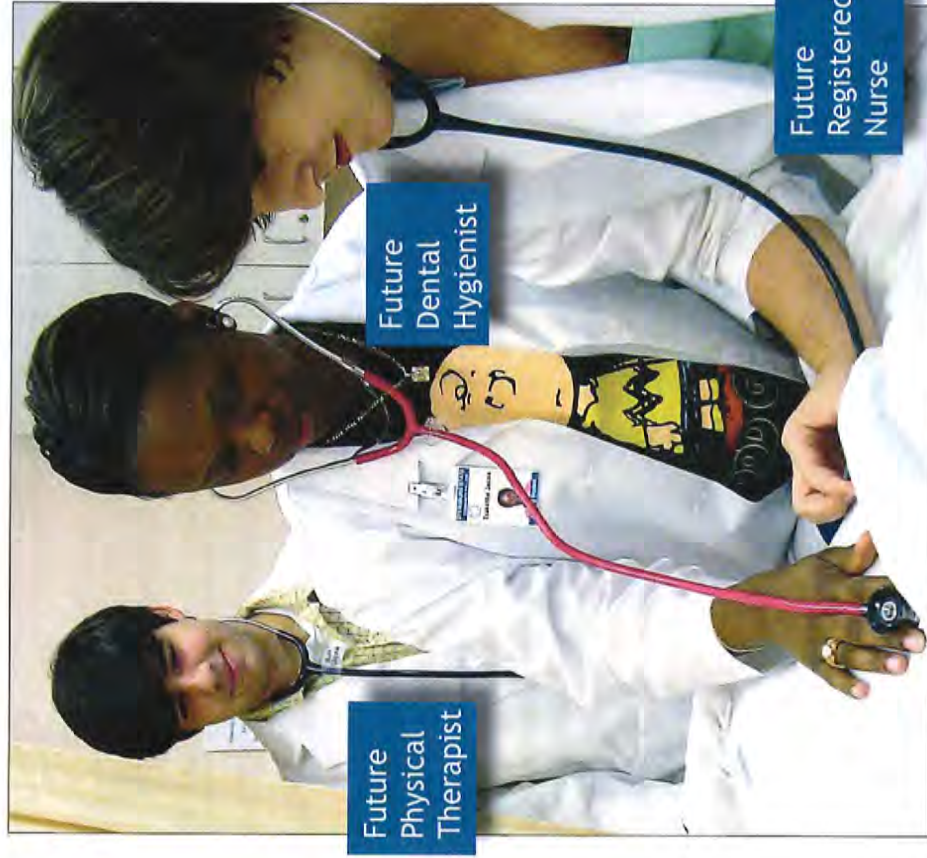
WIA is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. TDD# (731) 286-8383. Publication number:WD-06-06.



**Dyersburg State Community College**

is the grant recipient and administrative entity  
for the Northwest Tennessee Workforce Board.

1510 Lake Road, Dyersburg, TN 38024  
*Learn More Now.*



### Top Ten Fastest Growing Allied Health Occupations

1. Certified Nursing Assistants
2. Registered Nurses
3. Licensed Practical Nurses
4. Dental Assistants
5. Physical Therapists
6. Personal and Home Care Aides
7. Dental Laboratory Technicians
8. Physical Therapy Assistants
9. Medical Records and Health Information Technicians
10. Medical Secretaries

### Training Institutions

Northwest Tennessee offers many opportunities for training within the Healthcare Industry. Some of the training institutions that offer healthcare programs are:

- Dyersburg State Community College
- Jackson State Community College
- Southwest Tennessee Community College
- Area Technology Centers
- University of Tennessee at Martin
- University of Memphis
- Various Private Colleges and Universities

## How do I pay for this?

### Funding Sources

Planning early is critical to securing necessary funding for education. There are several different resources you can utilize for assistance in securing financial aid:

- School Counselors
- Financial Aid Offices of Area Colleges and Technology Centers
- Tennessee Career Centers
- Major Health Care Facilities in the Region
- Free Application for Federal Student Assistance, [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- U.S. Department of Education, [www.ed.gov](http://www.ed.gov)
- Websites for Major Health Care Professional Associations

- [www.mapping-your-future.org](http://www.mapping-your-future.org)

**What are some common options that are available to students seeking financial assistance?**

- Federal Pell Grant
- Federal Perkins Loans
- Federal Supplemental Educational Grant
- Federal Stafford Loans
- Tennessee Education Lottery Scholarship
- Tennessee Student Assistance Awards
- Ned McWherter Scholars Program
- WIA Needs-Based Scholarships

## How do I get started?

### How can I prepare myself for a Career in Healthcare?

According to most Healthcare providers, high school students should take high school level math, statistics, biology, chemistry, and physics courses to become eligible for many programs for healthcare occupations. The Tennessee Scholars Program is an excellent way to ensure that you are on the right track. Planning your high school courses as early as during your 8th grade year would be beneficial to your success.



### Educational Requirements

To be eligible to enter the various Healthcare Programs, you must prepare yourself while in high school. Healthcare Providers consider high school level math and science education as an important precondition to a successful entrance into the healthcare workforce. Among the various healthcare occupations there are different degree requirements once you enter post-secondary training.

## Why choose a career in healthcare?

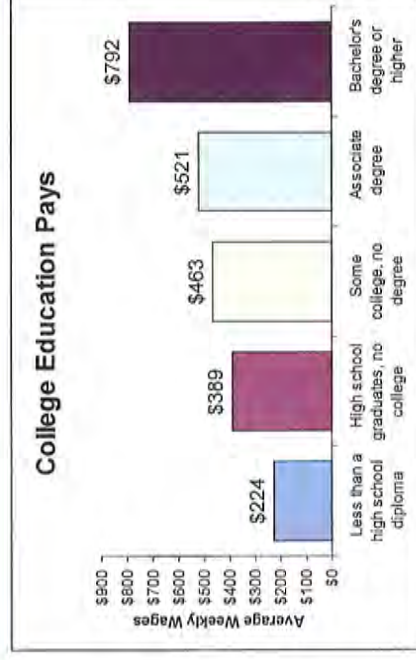
According to the Bureau of Labor and Statistics:

- 1 in every 10 jobs is in the Healthcare Industry.
- Currently there are more than 6,000 people working in Healthcare in Northwest Tennessee.
- There is a shortage of workers in the Healthcare Industry.
- Occupational projections for 2012 indicate that 6 out of the 10 fastest growing occupations will be in the Healthcare Industry.
- There is a trend toward more males entering the Healthcare Industry.
- Looking for a job in Healthcare increases your chance of finding employment.

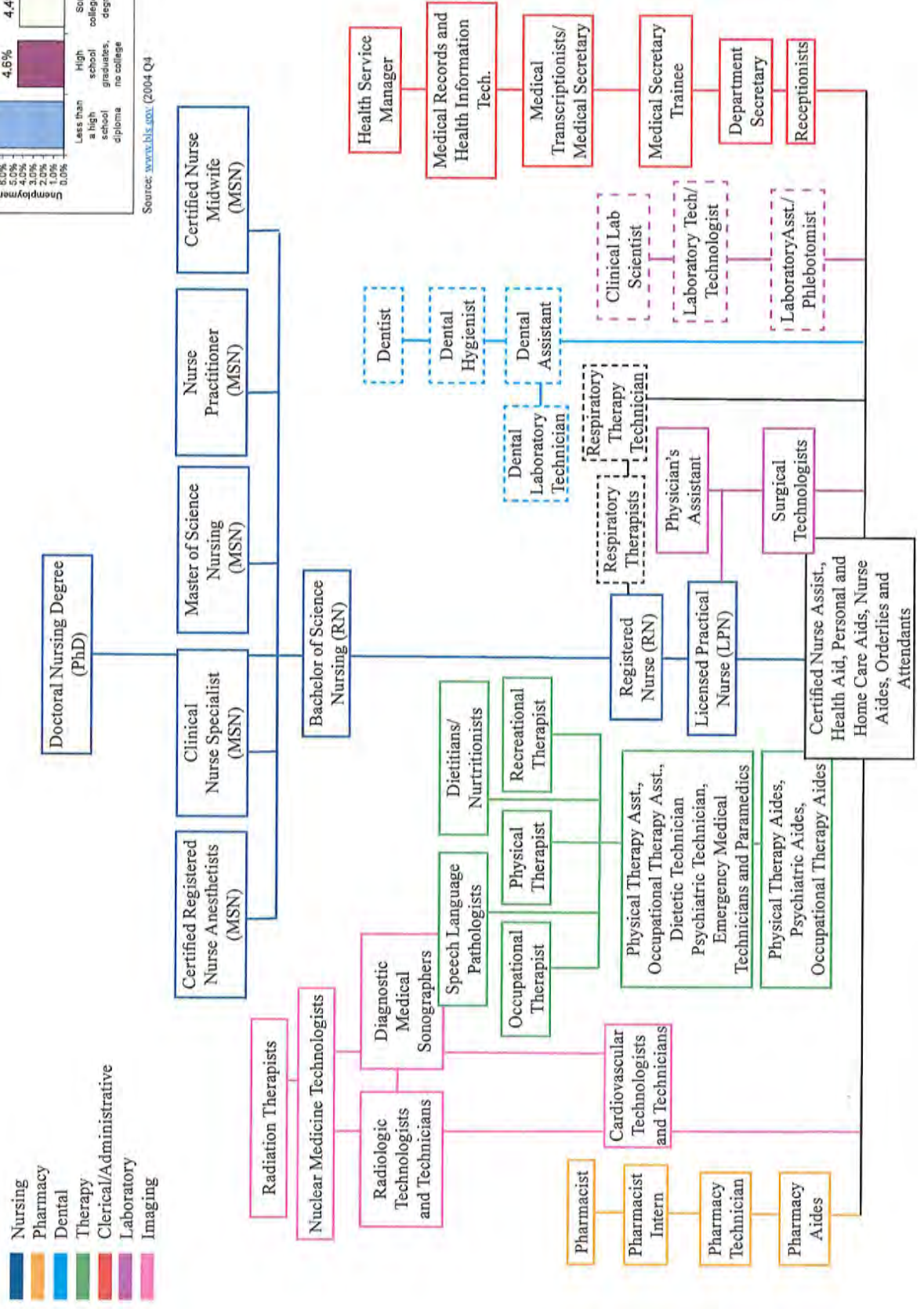


### Highest Paying Healthcare Occupations at the Entry Level

1. Occupational Therapists .....	\$74,636
2. Physician Assistants .....	\$62,400
3. Physical Therapists .....	\$59,904
4. Speech Language Pathologists .....	\$52,636
5. Dental Hygienists .....	\$52,416
6. Clinical Nurse Specialist .....	\$48,422
7. Physical Therapy Assistants .....	\$44,424
8. Diagnostic Medical Sonographers .....	\$42,151
9. Dietitians/Nutritionists .....	\$37,007
10. Registered Nurses .....	\$36,843



# You can start anywhere you like with proper training and education.



# SUMMARY BY COUNTY JULY - DEC 15

Career Center	Total	LWIA12	WE-FF	RESEA
Benton	\$ 9,045.63	\$ 4,522.82	\$ 4,522.82	0
Crockett	\$ 8,196.50	\$ 4,098.25	\$ 4,098.25	0
Gibson	\$ 23,300.56	\$ 10,355.80	\$ 10,355.80	\$ 2,588.95
Henry	\$ 8,222.02	\$ 2,740.67	\$ 2,740.67	\$ 2,740.67
Lake	\$ 10,052.02	\$ 5,026.01	\$ 5,026.01	0
Lauderdale	\$ 14,159.82	\$ 7,079.91	\$ 3,539.96	\$ 3,539.96
Obion	\$ 12,076.55	\$ 6,038.28	\$ 3,019.14	\$ 3,019.14
Tipton	\$ 23,828.82	\$ 7,942.94	\$ 11,914.41	\$ 3,971.47
Weakley	\$ 17,572.00	\$ 8,786.00	\$ 4,393.00	\$ 4,393.00
<b>TOTAL</b>	<b>\$ 126,453.92</b>	<b>\$ 56,590.68</b>	<b>\$ 49,610.06</b>	<b>\$ 20,253.19</b>

**LWIA 12 NWTWB FY15-16**

**ALL AFFILIATE CAREER CENTERS BY ACCOUNT #**

	<b>TOTAL</b>	<b>NWTWB</b>	<b>WE-FF</b>	<b>RESEA</b>
Number of FTE Housed at Career Center	36.0	16	14	6
Account #	100%	44%	39%	17%

**NWTWB PROVIDED SHARED COSTS**

<b>Account #</b>	<b>Account Description</b>	<b>July-Dec 15</b>	<b>NWTWB</b>	<b>WE-FF</b>	<b>RESEA</b>
61101&62901	IT Support Wages & Benefits	34,025	15,508	12,314	6,203
74210	Telephone	8,467	3,892	3,177	1,398
74320	Building Maintenance	8,630	4,011	3,365	1,254
74430	Internet	6,150	2,779	2,346	1,025
74470	Advertising	2,402	1,127	921	354
74480	Dues & Subscriptions	976	451	358	168
74500&74502	Office & Operational Supplies	10,699	4,707	3,993	1,999
74610	Operating Lease for Real Property	39,174	17,228	16,802	5,144
75110	Electricity	14,309	6,099	5,713	2,497
75120	Water & Sewage	953	477	413	64
75130	Natural Gas	216	88	95	34
75195	Sanitation	452	226	113	113
<b>SUBTOTAL</b>		126,454	56,591	49,610	20,253
<b>Administration Costs/Indirect</b>					
<b>TOTAL</b>		<b>\$126,454</b>	<b>\$56,591</b>	<b>\$49,610</b>	<b>\$20,253</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	TOTAL
Benton	Camden FTE at Career Center	1.0	1.0	2.0
600800	Percent of Total FTE	50%	50%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 2,312.31	\$ 1,156.16	\$ 1,156.16	\$ 2,312.31
74210	Telephone	\$ 763.73	\$ 381.87	\$ 381.87	\$ 763.73
74320	Building Maintenance		\$ -	\$ -	\$ -
74430	Internet	\$ 527.94	\$ 263.97	\$ 263.97	\$ 527.94
74470	Advertising	\$ 270.50	\$ 135.25	\$ 135.25	\$ 270.50
74480	Dues & Subscriptions	\$ 56.78	\$ 28.39	\$ 28.39	\$ 56.78
74500&74502	Office & Operational Supplies	\$ 646.57	\$ 323.29	\$ 323.29	\$ 646.57
74610	Operating Lease for Real Property	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
75110	Electricity	\$ 1,182.00	\$ 591.00	\$ 591.00	\$ 1,182.00
75120	Water & Sewage	\$ 245.90	\$ 122.95	\$ 122.95	\$ 245.90
75130	Natural Gas	\$ 39.90	\$ 19.95	\$ 19.95	\$ 39.90
75195	Sanitation	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 9,045.63</b>	<b>\$ 4,522.82</b>	<b>\$ 4,522.82</b>	<b>\$ 9,045.63</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	TOTAL
Crockett	Alamo FTE at Career Center	1.0	1.0	2.0
600802	Percent of Total FTE	50%	50%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 1,652.36	\$ 826.18	\$ 826.18	\$ 1,652.36
74210	Telephone	\$ 430.59	\$ 215.30	\$ 215.30	\$ 430.59
74320	Building Maintenance	\$ 1,085.00	\$ 542.50	\$ 542.50	\$ 1,085.00
74430	Internet	\$ 541.96	\$ 270.98	\$ 270.98	\$ 541.96
74470	Advertising	\$ 398.00	\$ 199.00	\$ 199.00	\$ 398.00
74480	Dues & Subscriptions	\$ 122.31	\$ 61.16	\$ 61.16	\$ 122.31
74500&74502	Office & Operational Supplies	\$ 181.40	\$ 90.70	\$ 90.70	\$ 181.40
74610	Operating Lease for Real Property	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
75110	Electricity	\$ 612.98	\$ 306.49	\$ 306.49	\$ 612.98
75120	Water & Sewage	\$ 171.90	\$ 85.95	\$ 85.95	\$ 171.90
75130	Natural Gas	\$ -	\$ -	\$ -	\$ -
75195	Sanitation	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 8,196.50</b>	<b>\$ 4,098.25</b>	<b>\$ 4,098.25</b>	<b>\$ 8,196.50</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	RESEA	TOTAL
Gibson	Humboldt FTE at Career Center	4.0	4.0	1.0	9.0
600804	Percent of Total FTE	44%	44%	11%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	RESEA	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 4,292.21	\$ 1,907.65	\$ 1,907.65	\$ 476.91	\$ 4,292.21
74210	Telephone	\$ 683.66	\$ 303.85	\$ 303.85	\$ 75.96	\$ 683.66
74320	Building Maintenance	\$ 1,234.00	\$ 548.44	\$ 548.44	\$ 137.11	\$ 1,234.00
74430	Internet	\$ 575.00	\$ 255.56	\$ 255.56	\$ 63.89	\$ 575.00
74470	Advertising	\$ 278.38	\$ 123.72	\$ 123.72	\$ 30.93	\$ 278.38
74480	Dues & Subscriptions	\$ 225.50	\$ 100.22	\$ 100.22	\$ 25.06	\$ 225.50
74500&74502	Office & Operational Supplies	\$ 2,510.92	\$ 1,115.96	\$ 1,115.96	\$ 278.99	\$ 2,510.92
74610	Operating Lease for Real Property	\$ 10,980.00	\$ 4,880.00	\$ 4,880.00	\$ 1,220.00	\$ 10,980.00
75110	Electricity	\$ 2,520.89	\$ 1,120.40	\$ 1,120.40	\$ 280.10	\$ 2,520.89
75120	Water & Sewage	\$ -	\$ -	\$ -	\$ -	\$ -
75130	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$ -
75195	Sanitation	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 23,300.56</b>	<b>\$ 10,355.80</b>	<b>\$ 10,355.80</b>	<b>\$ 2,588.95</b>	<b>\$ 23,300.56</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	RESEA	TOTAL
Henry	Paris FTE at Career Center	1.0	1.0	1.0	3.0
600805	Percent of Total FTE	33%	33%	33%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	RESEA	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 2,972.28	\$ 990.76	\$ 990.76	\$ 990.76	\$ 2,972.28
74210	Telephone	\$ 582.42	\$ 194.14	\$ 194.14	\$ 194.14	\$ 582.42
74320	Building Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
74430	Internet	\$ 691.14	\$ 230.38	\$ 230.38	\$ 230.38	\$ 691.14
74470	Advertising	\$ 215.80	\$ 71.93	\$ 71.93	\$ 71.93	\$ 215.80
74480	Dues & Subscriptions	\$ 74.00	\$ 24.67	\$ 24.67	\$ 24.67	\$ 74.00
74500&74502	Office & Operational Supplies	\$ 1,236.38	\$ 412.13	\$ 412.13	\$ 412.13	\$ 1,236.38
74610	Operating Lease for Real Property	\$ -	\$ -	\$ -	\$ -	\$ -
75110	Electricity	\$ 2,450.00	\$ 816.67	\$ 816.67	\$ 816.67	\$ 2,450.00
75120	Water & Sewage	\$ -	\$ -	\$ -	\$ -	\$ -
75130	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$ -
75195	Sanitation	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 8,222.02</b>	<b>\$ 2,740.67</b>	<b>\$ 2,740.67</b>	<b>\$ 2,740.67</b>	<b>\$ 8,222.02</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	TOTAL
Lake	Tiptonville FTE at Career Center	1.0	1.0	2.0
600806	Percent of Total FTE	50%	50%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 2,312.31	\$ 1,156.16	\$ 1,156.16	\$ 2,312.31
74210	Telephone	\$ 1,080.20	\$ 540.10	\$ 540.10	\$ 1,080.20
74320	Building Maintenance	\$ 1,370.00	\$ 685.00	\$ 685.00	\$ 1,370.00
74430	Internet	\$ 594.00	\$ 297.00	\$ 297.00	\$ 594.00
74470	Advertising	\$ 190.50	\$ 95.25	\$ 95.25	\$ 190.50
74480	Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -
74500&74502	Office & Operational Supplies	\$ 298.80	\$ 149.40	\$ 149.40	\$ 298.80
74610	Operating Lease for Real Property	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
75110	Electricity	\$ 925.71	\$ 462.86	\$ 462.86	\$ 925.71
75120	Water & Sewage	\$ 280.50	\$ 140.25	\$ 140.25	\$ 280.50
75130	Natural Gas		\$ -	\$ -	\$ -
75195	Sanitation		\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 10,052.02</b>	<b>\$ 5,026.01</b>	<b>\$ 5,026.01</b>	<b>\$ 10,052.02</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	RESEA	TOTAL
Lauderdale	Ripley FTE at Career Center	2.0	1.0	1.0	4.0
600807	Percent of Total FTE	50%	25%	25%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	RESEA	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 4,957.06	\$ 2,478.53	\$ 1,239.27	\$ 1,239.27	\$ 4,957.06
74210	Telephone	\$ 682.37	\$ 341.19	\$ 170.59	\$ 170.59	\$ 682.37
74320	Building Maintenance	\$ 1,178.00	\$ 589.00	\$ 294.50	\$ 294.50	\$ 1,178.00
74430	Internet	\$ 599.70	\$ 299.85	\$ 149.93	\$ 149.93	\$ 599.70
74470	Advertising	\$ 215.85	\$ 107.93	\$ 53.96	\$ 53.96	\$ 215.85
74480	Dues & Subscriptions	\$ 22.50	\$ 11.25	\$ 5.63	\$ 5.63	\$ 22.50
74500&74502	Office & Operational Supplies	\$ 1,724.43	\$ 862.22	\$ 431.11	\$ 431.11	\$ 1,724.43
74610	Operating Lease for Real Property	\$ 2,700.00	\$ 1,350.00	\$ 675.00	\$ 675.00	\$ 2,700.00
75110	Electricity	\$ 1,318.65	\$ 659.33	\$ 329.66	\$ 329.66	\$ 1,318.65
75120	Water & Sewage	\$ 255.02	\$ 127.51	\$ 63.76	\$ 63.76	\$ 255.02
75130	Natural Gas	\$ 54.67	\$ 27.34	\$ 13.67	\$ 13.67	\$ 54.67
75195	Sanitation	\$ 451.57	\$ 225.79	\$ 112.89	\$ 112.89	\$ 451.57
<b>TOTAL</b>		<b>\$ 14,159.82</b>	<b>\$ 7,079.91</b>	<b>\$ 3,539.96</b>	<b>\$ 3,539.96</b>	<b>\$ 14,159.82</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	RESE	TOTAL
Obion	Union City FTE at Career Center	2.0	1.0	1.0	4.0
600808	Percent of Total FTE	50%	25%	25%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	RESEA	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 6,936.95	\$ 3,468.48	\$ 1,734.24	\$ 1,734.24	\$ 6,936.95
74210	Telephone	\$ 1,352.09	\$ 676.05	\$ 338.02	\$ 338.02	\$ 1,352.09
74320	Building Maintenance	\$ 982.96	\$ 491.48	\$ 245.74	\$ 245.74	\$ 982.96
74430	Internet	\$ 823.50	\$ 411.75	\$ 205.88	\$ 205.88	\$ 823.50
74470	Advertising	\$ 367.50	\$ 183.75	\$ 91.88	\$ 91.88	\$ 367.50
74480	Dues & Subscriptions	\$ 235.00	\$ 117.50	\$ 58.75	\$ 58.75	\$ 235.00
74500&74502	Office & Operational Supplies	\$ 1,378.55	\$ 689.28	\$ 344.64	\$ 344.64	\$ 1,378.55
74610	Operating Lease for Real Property		\$ -	\$ -	\$ -	\$ -
75110	Electricity		\$ -	\$ -	\$ -	\$ -
75120	Water & Sewage		\$ -	\$ -	\$ -	\$ -
75130	Natural Gas		\$ -	\$ -	\$ -	\$ -
75195	Sanitation		\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 12,076.55</b>	<b>\$ 6,038.28</b>	<b>\$ 3,019.14</b>	<b>\$ 3,019.14</b>	<b>\$ 12,076.55</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	RESEA	TOTAL
Tipton	Covington FTE at Career Center	2.0	3.0	1.0	6.0
600809	Percent of Total FTE	33%	50%	17%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	RESEA	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 4,624.63	\$ 1,541.54	\$ 2,312.32	\$ 770.77	\$ 4,624.63
74210	Telephone	\$ 1,241.67	\$ 413.89	\$ 620.84	\$ 206.95	\$ 1,241.67
74320	Building Maintenance	\$ 1,414.75	\$ 471.58	\$ 707.38	\$ 235.79	\$ 1,414.75
74430	Internet	\$ 892.14	\$ 297.38	\$ 446.07	\$ 148.69	\$ 892.14
74470	Advertising	\$ 136.50	\$ 45.50	\$ 68.25	\$ 22.75	\$ 136.50
74480	Dues & Subscriptions	\$ 75.00	\$ 25.00	\$ 37.50	\$ 12.50	\$ 75.00
74500&74502	Office & Operational Supplies	\$ 1,782.23	\$ 594.08	\$ 891.12	\$ 297.04	\$ 1,782.23
74610	Operating Lease for Real Property	\$ 10,494.00	\$ 3,498.00	\$ 5,247.00	\$ 1,749.00	\$ 10,494.00
75110	Electricity	\$ 3,046.00	\$ 1,015.33	\$ 1,523.00	\$ 507.67	\$ 3,046.00
75120	Water & Sewage	\$ -	\$ -	\$ -	\$ -	\$ -
75130	Natural Gas	\$ 121.90	\$ 40.63	\$ 60.95	\$ 20.32	\$ 121.90
75195	Sanitation	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 23,828.82</b>	<b>\$ 7,942.94</b>	<b>\$ 11,914.41</b>	<b>\$ 3,971.47</b>	<b>\$ 23,828.82</b>

COUNTY	CAREER CENTER	NWTWB	WE-FF	RESEA	TOTAL
Weakley	Dresden FTE at Career Center	2.0	1.0	1.0	4.0
600810	Percent of Total FTE	50%	25%	25%	100%

Account #	Account Description	July-Dec 15	NWTWB	WE-FF	RESEA	TOTAL
61101&62901	IT Support Wages & Benefits	\$ 3,964.69	\$ 1,982.35	\$ 991.17	\$ 991.17	\$ 3,964.69
74210	Telephone	\$ 1,650.30	\$ 825.15	\$ 412.58	\$ 412.58	\$ 1,650.30
74320	Building Maintenance	\$ 1,365.00	\$ 682.50	\$ 341.25	\$ 341.25	\$ 1,365.00
74430	Internet	\$ 904.76	\$ 452.38	\$ 226.19	\$ 226.19	\$ 904.76
74470	Advertising	\$ 329.00	\$ 164.50	\$ 82.25	\$ 82.25	\$ 329.00
74480	Dues & Subscriptions	\$ 165.00	\$ 82.50	\$ 41.25	\$ 41.25	\$ 165.00
74500&74502	Office & Operational Supplies	\$ 940.09	\$ 470.05	\$ 235.02	\$ 235.02	\$ 940.09
74610	Operating Lease for Real Property	\$ 6,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 6,000.00
75110	Electricity	\$ 2,253.16	\$ 1,126.58	\$ 563.29	\$ 563.29	\$ 2,253.16
75120	Water & Sewage	\$ -	\$ -	\$ -	\$ -	\$ -
75130	Natural Gas	\$ -	\$ -	\$ -	\$ -	\$ -
75195	Sanitation	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 17,572.00</b>	<b>\$ 8,786.00</b>	<b>\$ 4,393.00</b>	<b>\$ 4,393.00</b>	<b>\$17,572.00</b>

**Occupational Skills Training Enrollments**  
**July 1, 2015 - January 27, 2016**

Program	July 1 - Sept. 30 2015	Oct. 1 - Dec. 31 2015	Jan. 2016 (as of 1/27)	July 15 - Jan. 16 YTD Total	July 14 - Jan. 15 YTD Total	Change
Adult	75	23	17	115	187	-72
Dislocated Worker	20	9	11	40	79	-39
Youth	32	15	1	48	64	-16
Total Served	127	47	29	203	330	-127

Provider Type	July 1 - Sept. 30 2015	Oct. 1 - Dec. 31 2015	Jan. 2016 (as of 1/27)	July 15 - Jan. 16 YTD Total	July 14 - Jan. 15 YTD Total	Change
College / University	29	2	5	36	53	-17
Community College	25	2	10	37	54	-17
TCAT	61	28	11	100	146	-46
Private Provider	12	15	3	30	77	-47

Training Sector	July 1 - Sept. 30 2015	Oct. 1 - Dec. 31 2015	Jan. 2016 (as of 1/27)	July 15 - Jan. 16 YTD Total	July 14 - Jan. 15 YTD Total	Change
Business Services	20	8	5	33	28	5
Transportation & Logistics	7	6	5	18	23	-5
Manufacturing	12	6	5	23	29	-6
Healthcare	65	22	10	97	193	-96
Education	4	0	1	5	10	-5
Social Services	8	0	0	8	10	-2
Other	11	5	3	19	37	-18

County	July 1 - Sept. 30 2015	Oct. 1 - Dec. 31 2015	Jan. 2016 (as of 1/27)	July 15 - Jan. 16 YTD Total	July 14 - Jan. 15 YTD Total	Change
Benton	12	6	2	20	28	-8
Carroll	12	6	1	19	27	-8
Crockett	4	1	3	8	8	0
Dyer	29	3	9	41	42	-1
Gibson	10	2	2	14	34	-20
Henry	5	7	1	13	34	-21
Lake	0	0	0	0	2	-2
Lauderdale	17	5	0	22	25	-3
Obion	20	6	2	28	57	-29
Tipton	10	8	5	23	36	-13
Weakley	8	3	4	15	37	-22

*Exhibit D*

[ [Staff Services](#) ][Program Services](#)[Support Services](#)[Contracts](#)[Self Service Education Programs](#)

Provider: BETHEL UNIVERSITY

## Self Service Education Program Details

Data indicates this item was changed 11/25/2015. [ <a href="#">View History</a> ]
Data indicates this item was changed 11/25/2015. [ <a href="#">View Detail History</a> ]

## Program / Service Details

* Status:	Inactive
* Service Name:	ASSOCIATE DEGREE - CIS
* Service Description:	UNIVERSITY STUDIES ASSOCIATE DEGREE - CIS
* Service Type:	PS - CRS
* Alternate Service Type:	PS - Approved Provider Training - ITA
* State Use 1:	
* State Use 2:	
* State Use 3:	
* State Use 4:	
* State Use 5:	
* Green Job Training:	No
* Cicode:	119999 - Computer and Information Sciences and Support Services, Other
* Date Program First Offered:	01/07/2013
* WIOA Program:	This is a WIOA Program.
* Pell Grant Eligible:	Yes
* Is this program in a partnership with business?	
* Program-Business Partnership Description:	
* LWIA Submitted:	
* Completion Level:	Associate's Degree
* Attain Credential:	AA/AS Degree
* Other Credential Type:	
* Certification/License Title:	N/A

\* **Certification/License Type:** Certification or License Does Not Apply

\* **Class Frequency:** Weekly

\* **Duration:** 5 Semesters/Terms

\* **Day or Night Classes:** Day and Night

\* **Weekend Classes:** No

\* **Class Time:** 4 Hours

\* **Lab Time:** Hours

\* **Other Time:** 0 Hours

\* **Class Size:** Minimum: 10  
Maximum: 25

\* **Number of Instructors:** 20

\* **Describe the qualifications of all instructors in 800 characters or less:**

\* **Describe the minimum entry level requirements or prerequisites in 800 characters or less:**

\* **Describe any equipment used in this program and its adequacy and availability in 800 characters or less:**

\* **Please provide a reasonable explanation regarding why this is a new program:**

\* **Projected hourly wage after Program Completion:** \$

\* **Accessibility:** (nothing selected)

#### Program Credentials

\* **Number of credits:** 60.00 Credits

\* **Credit earned duration:** Semester

#### External Approvals

\* **State Approving Agency:** Southern Association of Colleges and Schools

\* **State Approving Agency Status:** Approved

\* **State Approving Agency Approval Expiration Date:** 12/31/2018

\* **Is this program listed on another state's ETPL?**

\* **Staff Created ID:** user, conversion [CONVERSION]

\* **Date Created:** 03/25/2013

\* **Staff Last Edited ID:** [WIA\_1375271\_1]

\* **Date Last Edited:** 11/25/2015

[\[ Edit Program / Service Details \]](#)

## Program / Service Occupations

Code	Occupation Title	Provider Title
------	------------------	----------------

No data available

[\[ Edit Occupation Details \]](#)

## Program / Service Cost Details

Data indicates this item was changed 11/25/2015. <a href="#">[ View Previous ]</a>	
Cost Title	Cost Value
Total CRS Training Costs	\$20,700.00
Tuition/Fee	\$20,700.00
Books	\$0.00
Tools	\$0.00
Other Costs	\$0.00
Comments	
Total Amount	\$20,700.00

[\[ Edit Cost Details \]](#)

## Program / Service Locations

Address	Bill Address
BETHEL UNIVERSITY 325 Cherry St. McKenzie, TN - 38201	325 CHERRY AVE Mc Kenzie, TN - 38201

[\[ Edit Location Details \]](#)

## Program / Service Skills

Selected Skills
-----------------

No data available

[\[ Edit Program Skills \]](#)**Program / Service Performance**

PY	Program	Completion Rate	Employment Rate	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
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No data available

[\[ Edit Program Performance \]](#)**Program / Service Reapplication Confirmation**

Agreed to the confirmation statement: No

Submit program for WIOA Approval: No

[\[ Edit Confirmation \]](#)**Program / Service Review Status**

Program/Service Skills have not been entered.

Review Date: 12/31/2015

Application Status: Not Applied For - Changes Not Applied For -

Review Status: Not Reviewed

Reapplication Status: Not Applied For

Reapplication Date:

Eligibility Type: Transition Eligibility

Expiration Date: 12/31/2015

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15.5

[ [Staff Services](#) ]

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 <a href="#">Program Services</a>  <a href="#">Support Services</a>  <a href="#">Contracts</a>  <a href="#">Self Service Education Programs</a>		

[Program Services](#)[Support Services](#)[Contracts](#)[Self Service Education Programs](#)

Provider: BETHEL UNIVERSITY

## Self Service Education Program Details

Data indicates this item was changed 11/25/2015. [ <a href="#">View History</a> ]
Data indicates this item was changed 11/25/2015. [ <a href="#">View Detail History</a> ]

## Program / Service Details

* Status:	Inactive
* Service Name:	Athletic Trainer
* Service Description:	A program that prepares individuals to work in consultation with, and under the supervision of physicians to prevent and treat sports injuries and associated conditions. Includes instruction in the identification, evaluation, and treatment of athletic in
* Service Type:	PS - CRS
* State Use 1:	
* State Use 2:	
* State Use 3:	
* State Use 4:	
* State Use 5:	
* Green Job Training:	No
* Cicode:	510913 - Athletic Training/Trainer.
* Date Program First Offered:	08/03/2013
* WIOA Program:	This is a WIOA Program.
* Pell Grant Eligible:	Yes
* Is this program in a partnership with business?	
* Program-Business Partnership Description:	
* LWIA Submitted:	
* Completion Level:	Bachelor's Degree
* Attain Credential:	BA/BS Degree
* Other Credential Type:	State and National License
* Certification/License Title:	State of Tennessee and National License required to work in this field.
* Certification/License Type:	National Certification or License

Exhibit F

* Class Frequency:	Daily
* Duration:	8 Semesters/Terms
* Day or Night Classes:	Day and Night
* Weekend Classes:	No
* Class Time:	8 Hours
* Lab Time:	2 Hours
* Other Time:	4 Hours
* Class Size:	Minimum: 15 Maximum: 20
* Number of Instructors:	4
* Describe the qualifications of all instructors in 800 characters or less:	Faculty must meet Board of Certification and state license as an athletic trainer or other health care professions that hold a state license.
* Describe the minimum entry level requirements or prerequisites in 800 characters or less:	Two years of bachelor program with some prerequisite classes and a 2.5 gpa.
* Describe any equipment used in this program and its adequacy and availability in 800 characters or less:	Equipment is specialized for treatment and rehabilitation.
* Please provide a reasonable explanation regarding why this is a new program:	Bethel University started offering the program three years ago. There is a huge need in west Tennessee. In the new freshmen class, this was the second most requested degree.
* Projected hourly wage after Program Completion:	\$ 36,000.00
* Accessibility:	On-Site Parking Disabled Student Access Sign Language

## Program Credentials

* Number of credits:	128.00 Credits
* Credit earned duration:	Semester

## External Approvals

* <b>State Approving Agency:</b>	Southern Association of Colleges and Schools
* State Approving Agency Status:	Approved
* State Approving Agency Approval Expiration Date:	

* Staff Created ID:	[WIA_1375271_1]
* Date Created:	02/03/2015
* Staff Last Edited ID:	[WIA_1375271_1]
* Date Last Edited:	11/25/2015

## Program / Service Occupations

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
------	------------------	----------------

29909100	Athletic Trainers	BS
----------	-------------------	----

[ Edit Occupation Details ]

## Program / Service Cost Details

Cost Title	Cost Value
Total CRS Training Costs	\$71,056.00
Tuition/Fee	\$63,056.00
Books	\$8,000.00
Tools	\$0.00
Other Costs	\$0.00
Comments	
Total Amount	\$71,056.00

[ Edit Cost Details ]

## Program / Service Locations

Address	Bill Address
BETHEL UNIVERSITY 325 Cherry St. McKenzie, TN - 38201	325 CHERRY AVE Mc Kenzie, TN - 38201

[ Edit Location Details ]

## Program / Service Skills

Selected Skills
<ul style="list-style-type: none"> <li>assess therapy needs of patients</li> <li>assist patient in walking or exercising</li> <li>assist patient to improve or develop work skills</li> <li>calculate medical diagnostic test results</li> </ul>

- code data from records
- collect clinical data
- conduct medical tests
- conduct patient assessments
- confer with physical therapy staff to discuss treatment
- coordinate patient activities with rehabilitation team
- develop treatment plans
- diagnose spinal misalignments
- direct and coordinate treatment program activities
- encourage patients to participate in activities
- ensure equipment is operating to prescribed standards
- enter analysis of medical tests or clinical results into computer for storage
- evaluate patient response to therapy
- evaluate patient's skills or capacities
- explain testing procedures to patient
- explain uses or effects of drugs
- fill out insurance forms
- fit medical supportive devices
- fit patients for prosthetic device, using static or dynamic alignment
- follow examining room procedures
- follow infectious materials procedures
- follow institutional care procedures
- follow life support procedures
- follow patient care procedures
- follow patient observation procedures
- follow surgical procedures
- hand instruments or materials to doctor
- install or set up equipment
- instruct on topics such as health education or disease prevention
- instruct patient in use of supportive device
- instruct patients in methods to improve functional activities
- interpret x-rays
- label pharmaceutical supplies
- lift or transport ill or injured patients
- maintain record of medication or equipment dispensed to patient
- maintain therapy equipment
- make presentations on health or medical issues
- monitor patient's condition
- motivate patients to practice exercises
- observe patient condition
- perform noninvasive medical diagnostic techniques
- plan therapy treatment program
- position patient for therapy
- practice preventive procedures in medical therapy setting

prepare medical treatment room  
 prepare patient reports  
 prepare patients for tests, therapy, or treatments  
 prepare supplies or equipment for surgery  
 process medical records  
 provide in home patient care  
 recommend measures to ensure maximum employee protection  
 record medical history or data  
 refer patients to community resources  
 report information to supervisor verbally  
 research health improvement issues  
 review records for completeness  
 treat medical condition of patient  
 use first aid procedures  
 use knowledge of medical terminology  
 use medical diagnostic equipment  
 use medical equipment in direct patient care  
 use personal care procedures  
 use physical therapy equipment or materials  
 use physical therapy techniques  
 use sanitation practices in health care settings  
 write technical health or medical documents

[ Edit Program Skills ]

#### Program / Service Performance

PY	Program	Completion Rate	Employment Rate	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
2014	Overall	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	N/A
2014	WIA	0.00%	N/A	N/A	N/A	N/A	N/A	\$0.00	N/A

[ Edit Program Performance ]

#### Program / Service Application Confirmation

Agreed to the confirmation statement: Yes  
 Submit program for WIOA Approval: Yes

[ Edit Confirmation ]

#### Program / Service Review Status

This program / service has not been reviewed.

WIOA-Program has not been enabled for ITA-Approved Status.

**Review Date:**

**Application Status:** Applied For

**Review Status:** Not Reviewed

**Reapplication Date:**

**Eligibility Type:**

**Expiration Date:**

[ [Edit Program Review](#) ]

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15.5

- Participants must meet full-time enrollment criteria according to the institution and program. Up to half of participants' credit hours may be for developmental / remedial classes. (Adults and Dislocated Workers ONLY - does not apply to Youth).
- For institutions / programs that do not require coursework for the summer term, a participant may still choose to take courses during this time. Participants who choose to take classes during the summer term can take any number of credit hours as long as they are still following their plan of action to graduate, and as long as they still have ITA money available. Participants are not required to take 12 hours to be considered full-time in the summer.
- Participants must be in good academic standing and maintain satisfactory progress according to the institution's policy.
- Participants may only receive WIOA funding once. If participants fail, or drop out of a class that has been paid for by WIOA, they must retake the class on their own, without WIOA funding, including travel.
- Participants who drop a class and fall below full-time, without approval from their Career Advisor, must successfully complete the next term on their own before they can receive WIOA funding again.
- Participants attending Pell-eligible training institutions must complete the FAFSA and CANNOT be in default on any federal financial aid (i.e. Pell grants).

#### **Funding Criteria for Licensed Occupations**

Clients being considered for licensed professional occupational training should have good prospects for finding and keeping employment in the field. Based on research of area employers, the following conditions must be met for a client to be considered for financial assistance from LWDA 12 for any unmet need for occupations that require licensure prior to employment in the field.

#### **All Licensure Occupations:**

- No felony convictions for any crime in the past ten (10) years. WIOA Staff must check the Tennessee Bureau of Investigation Felony Offender Search website. <https://apps.tn.gov/foil/search.jsp>
- No DUI convictions in the past ten (10) years.

*If the felony did not occur in the most recent 10 years, an appeal may be filed for consideration for funding.*

#### **Truck Driving Specific:**

- The applicant must supply a Medical Examiner's Certificate of a DOT Physical, and proof of drug screen, both performed no more than thirty (30) days prior to date of WIOA eligibility.
- The applicant must supply a copy of a Motor Vehicle Report (MVR) that is no more than ten (10) days prior to the date of WIOA eligibility.
- Driver's license must not have been suspended or revoked in the last three (3) years.
- No reckless or careless driving violation within the last three (3) years.
- No more than three (3) moving violations in the last three (3) years.
- No more than one (1) "at fault" accidents in the last three (3) years.

If the applicant chooses to appeal a condition of eligibility, an appeal must be completed by the applicant and submitted to the Director of Training Services. In the case where an applicant can provide a pre-hire letter, this is to be included with the Appeal Questionnaire, included below, or the Need for Training Questionnaire, found in the Assessments Manual, as part of the appeal process.

## **Appeal Process for Occupational Skills Training**

### **When to File an Appeal**

1. If an individual is denied funding for training because a Career Advisor determines that an individual is not in need of training due to the individual being marketable, able to work in the field, and the expected wages per EMSI are enough for the person and his / her family to be self-sufficient, then the individual may choose to file an appeal using the Need for Training Questionnaire and supporting documentation.
2. If the customer has a felony over 10 years old and intends to attend a training program for an occupation which requires a license, such as a truck driver, nurse, or teacher, the customer must file an appeal using the Appeal Questionnaire or the Need for Training Questionnaire (See Funding Criteria for Licensed Occupations above for additional information).

### **The Appeal Process**

1. The Career Advisor will provide customers needing to file an appeal with the Appeal Questionnaire or Need for Training Questionnaire to complete and return to the Career Advisor.

Before customers can complete the Questionnaire, they must have a plan for training. Customers should know where they intend to attend training, the program they intend to complete, and when they expect to start training.

Note: Customers do not necessarily need to have been accepted into a program, or have completed the assessment process before completing the Questionnaire.

2. The Career Advisor must make sure that the Questionnaire has been fully completed. The Career Advisor will then sign the Questionnaire and submit it to the Director of Training Services, along with his / her recommendation regarding the appeal.
3. The Director of Training Services will review the Questionnaire. If the Director of Training Services determines that more information is needed, the Questionnaire will be returned to the Career Advisor before a decision will be made.
4. Once a decision has been, the Director of Training Services will provide an Appeal Questionnaire Final Disposition (found below) to the Career Advisor. A copy should be given to the customer. If approved, a copy of the Questionnaire used and of the Final Disposition should also be placed in the participant's file and a case note should be entered.
5. Appeals are approved or denied based on the information provided by the applicant on the Questionnaire. If a customer's plans change (i.e. a different training provider or program is chosen), he/she must file another appeal in order for the new plans to be approved or denied.

Participant Name \_\_\_\_\_

Case ID # \_\_\_\_\_  
For Office Use Only

### Appeal Questionnaire for LWDA 12

1. What is the reason for your appeal? (Ex. Changing Majors, Needing Additional Time, Etc.)  
\_\_\_\_\_
2. List any degrees/certifications/licenses that you have already.  
\_\_\_\_\_  
\_\_\_\_\_
3. In what year and from where were these degrees/certifications/licenses earned?  
\_\_\_\_\_
4. How was your previous training funded? Check all that apply.  
☐ Scholarship ☐ Student Loans ☐ Personal funding ☐ Pell Grant/Lottery Scholarship ☐ WIA / WIOA Grant
5. Are you currently enrolled in school? Yes or No  
If yes, please list the training provider, program, and credential to be earned:  
\_\_\_\_\_
6. Have you completed the NCRC assessment? If so, what level of certification did you receive?  
Yes or No Certification Level: \_\_\_\_\_
7. Are you a dislocated worker? Yes or No  
If yes, from where? \_\_\_\_\_  
Plant closure or Lack of work? \_\_\_\_\_
8. List at least (3) verifiable employers within your field of knowledge and their phone numbers that you have contacted in the last month via application or the delivery of resume/cover letter. These employers will be called to confirm that an application was submitted and denied.

Employer	Phone Number
_____	_____
_____	_____
_____	_____
9. On the back of this form or on a separate piece of paper, please explain why you feel this training will help you become more successful in your job search, and why you should be considered for the WIOA Needs Based Grant program. List any and all details about your employment history. Also list the time frames between when you earned your degree, your periods of work, and what you have done since becoming unemployed (i.e., jobs applied for, etc.).

***By signing this form, I am confirming that all information is true and accurate and understand that if any of the information is found to be false, I will be disqualified for WIOA assistance.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appeal Questionnaire Final Disposition

Name: \_\_\_\_\_

Career Advisor Submitting:

\_\_\_\_\_

Reason for Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Filed: \_\_\_\_\_

Final Disposition: **APPROVED** ☐ **DENIED** ☐

Explanation:

- ☐ Not on the Hot Jobs List  
☐ Felony  
☐ WIOA funded Less than one year ago  
☐ Currently has marketable degree  
☐ Other (Explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director of Training Services: \_\_\_\_\_

Date: \_\_\_\_\_

## Felony Offender Information

## Felony Offender Information

The information available in this application pertains to Tennessee felony offenders who are or who have been in the custody of the Tennessee Department of Correction. The information is submitted by various jurisdictions within Tennessee. Confirmation and/or elaboration should be obtained from the originating jurisdiction.

Information such as individual's current status (e.g., inmate, probation, parole) or parole eligibility is available to citizens free of charge.

Official statewide background checks are available from the Tennessee Bureau of Investigations.

## Other Information

- Victims' Programs
- TBI's Sex Offender Registry
- Meth Offender Registry Database
- Tennessee Board of Parole
- Tennessee Department of Correction

## Tennessee Felony Offender Search Mobile App



This free app lets you search for felony offenders who are, or who have been, in the custody of the Tennessee Department of Correction. Users can view information such as individual's current status (e.g., inmate, probation, parole), parole eligibility, or location, and save people to a list.



**Career Center Services Committee Meeting**  
**Northwest TN Workforce Board**  
2500 Central Avenue, Humboldt, TN  
February 3<sup>rd</sup>, 2016

**Members Present:**

Jennifer Bane	Yvette Dixon	John Killen	Ed Ledden
Pam Merritt	Margaret Prater	Kim Quinton	Sandra Woods

**Conference Call Attendees:**

Sandy Barnett

**Welcome:** Margaret Prater (Vice President for Workforce Development) and Chairman Ed Ledden welcomed everyone and opened the meeting. Minutes of the previous meeting of the Career Services Committee were approved at the November 24, 2015 Workforce Board Meeting.

1. **LWDA 12 Customer Traffic Count:** (attached as Exhibit B) Margaret reviewed the handout with the committee mentioning that Affiliate Sites produce 70% of the people seen overall. The State is looking at the money spent so these breakdowns are helpful to them. Ed Ledden remarked that the numbers were impressive.
2. **Budget Summary By County July-Dec 15:** (Exhibit C) Summary of all affiliate sites reflecting an overview of expenses, noting that charges are based on amount of space used by each provider. Paris and Obion offices do not pay rent but do pay utilities.
3. **Occupational Skills Training:** (Exhibit D) This handout reflects actual numbers that were funded for classroom training (no OJT's). The biggest drop from last year was in healthcare, our largest enrollment sector.

**Jennifer Bane (Director of Career Center Services)** discussed the schedule for the partnership workshops in career centers. NWTN Board Staff is providing training for job search; Workforce Essentials is providing for job interviewing; Small Business Services is providing training for entrepreneurs, local banks for financial literacy and the Career Coach is planning to provide training for introduction to computers. There is now a problem with the Career Coach being able to provide computer training as planned so the committee discussed other avenues for the computer training workshop. Ed Ledden suggested looking at the "Go To Meeting" computer program. He stated that this would save a lot of time and travel. This will be discussed with the Executive Committee.

**Pam Merritt (Director of Training and Staff Development/Raid Response)** reviewed two new Provider Programs/Services Profiles (attached as Exhibits E and F). The Provider for each is Bethel University. The first was for an Associate's Degree in Computer and Information Sciences and Support Services.

- A motion was made by Ed Ledden to approve the provider for the WIOA Eligible Training Provider List. It was noted that funding would only be provided at \$3,000 annually for 2 years with the student having a plan of how they will pay the remainder of the cost for this degree. The motion was seconded by Yvette Dixon. All were in favor and the motion was approved.

The second profile was for a Bachelor's Degree in Athletic Training/Trainer.

Topics of discussion:

This is a 4 year degree, we only fund for 2 years;  
In the West-Tennessee area, this field of work is not in demand;  
The cost for this degree is \$71,000, and the annual salary is \$36,000.

- **A motion to deny approval of the Bethel Bachelor's Degree in Athletic Training/Trainer program for the WIOA Eligible Training Provider List was made by John Killen and seconded by Ed Ledden. All were in favor to deny eligibility for this program. Sandy Barnett abstained from voting.**

**Pam Merritt:** reviewed the Appeals process handout (attached as Exhibit G) stating that Career Advisors have the authority to tell a participant no, if the participant already has a marketable degree. In this event, the participant may appeal. Other appeals are generally related to participants seeking training but their felony status would prohibit job placement in the field.

The question for the committee today was, should we also verify sex offender status when verifying felony status.

- **Ed Ledden made a motion to add checking the sex offender register to the current policy of verifying felony status before funding licensed positions. John Killen seconded the motion and all were in favor.**

There was no further business to discuss and the meeting was dismissed.

Respectfully submitted,

Kimberly Quinton  
Executive Secretary

Career Center Services Committee Meeting  
Northwest TN Workforce Board  
2500 Central Avenue, Humboldt, TN  
October 29<sup>th</sup>, 2015

Members Present:

Sandra Woods	Margaret Prater	Ed Ledden	Jennifer Bane
Sandy Barnett	Pam Merritt	LeAnn Lundberg	Kim Quinton
John Penn Ridgeway	Yvette Dixon	Ted Piazza	

Conference Call:  
Bedford Dunavant

**Welcome:** Margaret Prater (Vice President for Workforce Development) and Chairman Ed Ledden welcomed everyone and opened the meeting.

**Jennifer Bane (Director of Career Center Services):** Reviewed the PowerPoint handout *Data-based Decision Making to Assess Training Readiness* (Exhibit A). Discussion on procedures for the operation of the centers, as well as the "Welcome" function were discussed.

Ed Ledden asked, "Do the affiliate centers offer the same services as the Comprehensive Centers?" and, "What are the differences between the two?" Margaret Prater answered that the Comprehensive Centers offer more on-site services (example - file search for job order matches) and have more partners (example - veteran services) that participate. Also the Comprehensive Centers could offer more workshops that are not available at the affiliate sites. Our goal is to have the affiliates function and offer as much as possible to make them consistent with services being offered in a Comprehensive Center. She further shared that under the proposed regulations, there must be "direct linkage" between the required partners and the customers at the centers. There must be representatives to assist the customer onsite and/or connect them with representative through technology to access the information that they need. This does not mean make a referral by simply giving them a phone number, address or website. They must have access to the service while at the career center that day. Margaret said this may be a challenge with the limited staff of our core and other required partners.

There was a discussion of using technology to further assist in meeting the requirements. Sandy Barnett asked, "Are we set up to Skype at the affiliate centers?" LeAnn Lundberg said that each center has a specific computer that is set up and assigned just for Skype.

**Pam Merritt (Director of Training and Staff Development/Raid Response)** Reviewed and discussed *New Provider Registration* handout (Exhibit B).

Each new provider has to go to Jobs4TN.gov website and complete their own registration. They must provide their information so that we can present them to the Board for their approval. Registration does not mean the employers have been approved by the Board. We must make sure providers are legitimate, and will go to the site where training will be provided to assure the Board. Also, all training must be justified according to the interest and availability for job placement. If we cannot justify that training will result in jobs in demand for that specific field, then we cannot recommend the provider. Pam said that any providers needing assistance with the registration can contact her and she will assist them, including making contact with State staff as appropriate.

Margaret said we may need to look at the current Individual Training Account (ITA), which is limited to \$3,000 per year, including travel. After researching the costs of current tuition and books, etc., she said the \$3,000 would not be enough to cover all classes. She asked for \$5,000 per year, plus travel in the recent Sun Products grant.

**Jennifer Bane:** *Occupational Demand and Training Needs for C.N.A.s- (Exhibit C) and C.N.A. Performance Results handout (Exhibit D)* were reviewed and opened for discussion. Margaret said there is a problem with the C.N.A. program because the typical wages are low. The new law looks at overall wages based on a median average. Labor market information was gathered from Economic Modeling Specialist, Inc. (EMSI) on all 11 counties in Area 12 and included training completes from IPEDs reporting. The data shows the median is \$9.42 per hour. The average wage for the 108 trained in our area last year was \$9.18, with only 49% placed in the field trained for. Margaret indicated that the low wages pull our overall performance ratings down. We must keep our performance up in order to keep operating.

Margaret asked the committee if they felt that we should no longer fund the C.N.A. program. Ed Ledden stated that hospitals and nursing homes are in need of C.N.A.s and they no longer provide training for C.N.A.s. He said that hospitals are no longer hiring LPNs, only RNs and C.N.A.s. Doctor Offices and nursing homes hire LPNs. He said that regarding wages, with competition of salaries with employers like Walmart, etc., we should see the hourly salaries for C.N.A.s to go up to about \$10.00 per hour. This will help with the median wage rates which will also help with our performance.

With regard to the lower than desired placement rate, it was noted that the completion (87%) and licensure rate of completers (73%) was significantly higher than those working in the field trained for (49%). Discussion indicated that students are often not aware of what is really required on-the-job until after they complete training. The consensus of the committee was to take no action to discontinue training at this time; however, it was suggested that we initiate a requirement that potential C.N.A. students must volunteer for job shadowing for a minimum of three days before they will be enrolled for C.N.A. training. Ed Ledden feels confident that local providers will not have a problem with complying.

**Other:** Pam Merriitt stated that Sun Products will be closing and laying off 173 employees on December 18<sup>th</sup>, 2015. There will be a 2 day mass meeting with employees next week. Margaret asked for a grant for \$352,000 for Sun Products, which was approved by the State this week.

Pam and Margaret have met with the employer and gave the employees our survey. The survey shows what areas of interest the employees had regarding education and/or pursuing a new career. Pam is working with the company on a Job Fair for November 12<sup>th</sup> and a Resource Fair on November 19<sup>th</sup>. All meetings will be held onsite at Sun Products.

**Other:** Margaret asked for 2-3 committee members that would volunteer to serve as reviewers for the Youth Request For Proposal (RFP). Ted Piazza and John Penn Ridgeway volunteered.

There was no further business and the meeting was adjourned.

Respectfully submitted,

Kimberly Quinton  
Executive Secretary

## NEW PROVIDER REGISTRATION

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### COMMON ACRONYMS

Below is a list of commonly used acronyms within the Tennessee Department of Labor and Workforce Development as it pertains to this document.

<b>DPSA</b>	Division of Postsecondary School Authorization
<b>ETPL</b>	Eligible Training Provider List
<b>LWIA</b>	Local Workforce Investment Area (Please see pages 21-22 for all LWIAs)
<b>SACS</b>	Southern Association of Colleges and Schools
<b>TBR</b>	Tennessee Board of Regents
<b>TCAT</b>	Tennessee College of Applied Technology
<b>THEC</b>	Tennessee Higher Education Commission
<b>TDLWD</b>	Tennessee Department of Labor and Workforce Development
<b>WIOA</b>	Workforce Innovation and Opportunity Act of 2014 (supersedes the Workforce Investment Act of 1998)

## NEW PROVIDER REGISTRATION

This document is to aid a prospective institution through the steps in completing and submitting a new provider application. Prior to submitting an application, your institution must meet the required state approval to be considered for placement onto the *Eligible Training Provider List (ETPL)*. This means an institution is required to have the authorization to operate in the State of Tennessee by a state authorizing or governing body. **This applies to in-state and out-of-state institutions.** Examples of such entities are the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), and the Southern Association of Colleges and Schools (SACS).

### Note to Out-of-State Providers

For out-of-state institutions, having the proper authorization within your own state does not give the proper needed authorization to offer training to Tennessee students. Therefore you must obtain this authorization before being considered for placement onto Tennessee's Eligible Training Provider List. Many out-of-state institutions fall under the oversight of the Division of Postsecondary School Authorization (DPSA) with the Tennessee Higher Education Commission (THEC). For more information on DPSA and their authorization process, please review the website below.

<http://www.state.tn.us/thec/Divisions/LRA/PostsecondaryAuth/psa.html>

### Step 1: Access the Log In Page – <https://www.jobs4tn.gov>

If you are an individual who needs online access for an existing provider or would like to submit an application to become an eligible training provider, you will need to register by clicking the "Not Registered Yet?" link found in the sign in box on the jobs4tn home page as seen below.



**JOBS4TN ONLINE** Follow Us On Twitter Facebook The Source

Username Password Sign In  
Not Registered Yet? password? En Español

**SEARCH FOR A JOB** Enter a keyword, employer name and/or city or ZIP code and radius to search for jobs in your area.  
Enter Keyword Enter Employer Name Enter City 37201 10 miles Search

**LATEST NEWS AND ANNOUNCEMENTS** Federal Contractors Requirements for DFCEP Compliance

**JOB SEEKER SOLUTIONS** **BUSINESS SOLUTIONS** **LABOR MARKET INFORMATION** **SPECIAL SERVICES** **RESOURCES**

- FEATURED JOBS
  - Additional Job Search Options
  - Post Create a Resume
- Post a Job
  - Looking For Employees
  - Current Market Trends
- Labor Market FAQ
  - How Much Does a Job Pay?
  - Occupation Data
- Education and Training Data
  - Adult Education
  - Research on Post-Secondary
- Contact Us
  - Find a Career Center
  - Publications and Employment News

## NEW PROVIDER REGISTRATION

### Step 2-1: Register

After clicking the "Not Registered Yet?" link you will be directed to a page yielding several registration options. As a prospective new training provider, you will want to select the "Provider" link found in the "Option 2 – Create a User Account" box.

**Option 2 - Create a User Account**

If you would like to become a fully registered user with JOBS4TN.GOV and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on the [Why Register?](#) page.

**Register and create a user name and password if you would like your information choices to be saved as you go through *The Source*. Saving these choices will help you move quickly as you use the system this time and in the future.**

**Individual** - Register as this account type if you are an individual and wish to search for the latest job openings, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

**Employer** - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

**Analyst** - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods.

**Provider** - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIA approval for specific courses.

**Option 3 - Forgot User Name or Password**

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

The blue question mark icon appears on most pages to provide additional help.

As a prospective training provider, you will want to select the second option stating that you "need to create a new account for my institution." Click **Next** after making your selection.

Home Register/Sign In Services for Individuals Services for Employers Job Labor Market Analysis

**JOBS4TN.GOV**  
Tennessee's Official Training and Employment Website

**Note:** If you are NOT an owner, official representative, or employee of a school, university, or other educational training provider, click "Cancel" to return to the account creation page.

For help click the question mark icon next to each section.

**Institution Identification: Type**

☐ I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.

☒ I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

Cancel Next

## NEW PROVIDER REGISTRATION

### Step 2-2: Enter User and Institution Information

\* indicates required fields. For help click the question mark icon.

**Login Information**

\* User Name:  Enter Unique User Name (3 - 20 Characters, letters or numbers)

\* Password:  Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are !, @, #, \$, %, ^, \*, (, ), ., \_)

\* Confirm Password:

\* Security Question: None Selected

\* Security Question Response:  Hit to help if you have forgotten your password.

**Federal Employer ID**

\* Federal Employer ID No:  Do not enter dashes. Example 000001111

or Social Security Number:

Type of Identification:   
☐ Social Security Number   
☐ Federal Employer Identification Number

**Institution Identification**

\* Institution Name:

Institution Code/BPA# (if you are a current provider):

**Institution Primary Location**

\* Address 1:

Address 2:

- All information marked with \* is required.
- At the time of application only one user will be on file. Although, after an application has been approved, other users can be added by registering as seen above. The additional user(s) would select "I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account" and fill out the information accordingly.
- Please enter your Institution Name exactly as it has been approved by your authorizing/governing body. Please do not abbreviate any parts of it.
- All information entered for your institution must be entered as it has been approved by your authorizing/governing body. Documentation of this approval may be required which you will have to submit to your Local Workforce Investment Area (LWIA) board in order for it to be included with your application.

## NEW PROVIDER REGISTRATION

Continuing to the next screen will take you to a page where your previously entered information has been pre-populated but still allows for edits and additions.

**Service Provided:**

Demand-Occupations

Manage Provider Profile

Manage Provider User Profile

Education Services

**Other Services:**

Assistance Center

Learning Center

Customer Satisfaction Survey

\* Indicates required fields.      For help click the question mark icon.

**Provider Information:**

\* Status:      ☒ Active   ☐ Inactive

\* LWIA Region:     

Linked Employer:            [Search For Employer](#)

Vendor ID:     

\* FEID/SSN:     

\* Provider Name 1:     

Provider Name 2:     

\* Address 1:     

Address 2:     

Note: By entering the Zip Code first, the system will automatically populate the City and State fields.

\* City:     

\* State:     

\* Zip:     

URL:            Enter URL e.g. (http://www.companysite.com)

Type of Business:     

State Use 1:     

State Use 2:     

State Use 3:     

State Use 4:     

State Use 5:

- The "Status" and "LWIA Region" fields are pre-set and cannot be changed. These fields can only be changed by staff.
- Fields beginning with "State Use..." are not applicable and should not contain any information.

## NEW PROVIDER REGISTRATION

**Billing Address Information**

Populate the Billing Address from: **Provider's Main Address**

\*Billing Address 1:

1234 Test Address Drive

Provider's Main Address

Billing Address 2:

\*Billing City:

Nashville

\*Billing State:

Tennessee

\*Billing Zip:

37201

\*Attention:

**Mailing Address Information**

Populate the Mailing Address from: **Provider's Main Address** | **Provider's Billing Address**

\*Mailing Address 1:

1234 Test Address Drive

Mailing Address 2:

\*Mailing City:

Nashville

\*Mailing State:

Tennessee

\*Mailing Zip:

37201


\*Mailing Attention:

Save

Cancel

- If your billing and/or mailing address information are the same as your previously entered main address, you can populate the Billing Address and Mailing Address fields by clicking the appropriate link (i.e. Provider's Main Address)
- After completing all required fields click "Save"

## NEW PROVIDER REGISTRATION



**TN.GOV**  
Tennessee Department of Education

Enter the required CRS information for this provider. Once you have completed the information, click the Save button. To cancel your changes and return to the previous page, click the Cancel button.

\* Indicates required fields. For help click the ? icon

**My Provider Workspace**

My Provider Dashboard

My Provider Account

Directory of Services

**CRS Provider Registration**

Manage Institution Programs

Demand Occupations

View Reports

Manage Provider Profile

Manage Provider User Profile

Education Services

**Other Services**

Communication Center

Assistance Center

Learning Center

**Institution Name:** TEST ETPL PROVIDER

**\* Institution Type:** None Selected

**\* Institution Ownership:** None Selected

**Years in Business:** 1

**Disabled Access:** Yes ☐ No ☒

**ADA Compliant:** Yes ☐ No ☒

**\* Institution Description:**

**\* Main Telephone Number:** (615) 251-1234

**Main Email Address:** info@testetpl.com

**Is this a Community College?** Yes ☐ No ☒

**\* Accreditation:**

**Accrediting Body:** None Selected

**Career Assessment Available:** Yes ☐ No ☒

**Career Counseling Available:** Yes ☐ No ☒

**Job Placement Assistance Available:** Yes ☐ No ☒

**Tutorial Services Available:** Yes ☐ No ☒

**ESL Courses Available:** Yes ☐ No ☒

**None Selected**

Apprenticeship Programs

Aviation and Flight Schools

Four-year Colleges and Universities

Hospital or Health Programs

JTPA Programs

Law Enforcement Academies

Not Available

Other including Job Corps and Community Organizations

Private Business and Technical Schools

Public Adult Schools with occupational programs

Secondary Schools

Two-year Technical and Community Colleges

**None Selected**

None Selected

Not Available

Private for profit institution

Private non-profit institution

Public Institution

**None Selected**

Accrediting Bureau of Health Education Schools...

Accrediting Commission for Career Schools/Colleges...

Accrediting Council for Accrediting Associations...

Accrediting Council for Independent Colleges and Universities...

Association of Advanced Rabbinical and Talmudic Studies...

Council on Occupational Education

Distance Education and Training Council

Middle States Association of Colleges and Schools...

New England Association of Schools and Colleges...

North Central Association of Colleges and Schools...

Southern Association of Colleges and Schools

The Association of Theological Schools in the United States...

The Northwest Association of Schools and Colleges...


Transnational Association of Christian Colleges and Universities...

Western Association of Schools and Colleges

- It is best to answer as many questions and selections as possible, regardless of them being required or not. This aids in your LWIA Board's approval process.
- The Accrediting Body drop-down menu references nationally recognized accrediting bodies. This may not apply to all schools.
- Click "Save" after you have completed all fields on this page.

## NEW PROVIDER REGISTRATION

You will then be taken to your "My Provider Workspace" page. This page will display a summary of information you previously entered and saved.



**My Provider Workspace**

- My Provider Dashboard
- My Provider Account
- Directory of Services
- Services for Providers
  - Manage Institution Programs
  - Demand Occupations
  - View Reports
  - Manage Provider Profile
  - Manage Provider User Profile
  - Education Services
- Other Services
  - Communication Center
  - Assistance Center
  - Learning Center

Use this folder to manage the Provider's general information.

General
Locations
Contacts

Thank you for registering. Your access request will be reviewed and you will be contacted once your information has been verified. Once your access is approved you will be able to add and maintain your institution's programs and active provider profile. If you have any questions, please contact:

Contact information needs to be provided.

**Provider: TEST ETPL PROVIDER**

**Provider Details**

Status:	Inactive
LWIA Region:	State
Linked Employer:	N/A
Vendor ID:	0
Provider Name 1:	TEST ETPL PROVIDER
Provider Name 2:	
Address 1:	1234 Test Address Drive
Address 2:	
City:	Nashville
State:	TN
Zip:	37201
URL:	
Type of Business:	
Bill Address 1:	1234 Test Address Drive
Bill Address 2:	

### Step 2-3: Add satellite locations where applicable

**My Provider Workspace**

- My Provider Dashboard
- My Provider Account
- Directory of Services
- Services for Providers
  - Manage Institution Programs
  - Demand Occupations
  - View Reports
  - Manage Provider Profile
  - Manage Provider User Profile
  - Education Services

General
Locations
Contacts

**Provider: TEST ETPL PROVIDER**

Status: Active

**Providers Location Details**

Location ID	Location Name	Primary Address	Contacts	Active	Action
5783	TEST ETPL PROVIDER	1234 Test Address Drive Nashville TN 37201	None Listed	Active	<a href="#" style="border: 1px solid black; padding: 2px;">Edit</a> <a href="#" style="border: 1px solid black; padding: 2px;">Contacts</a>

Add Location

## NEW PROVIDER REGISTRATION

Clicking the Locations tab will display information for your Institution. The previously entered information can be edited by clicking the "Edit" link in the Action column.

If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click Add Location and fill in all information as you previously did for your main location.

My Provider Marketplace

My Provider Dashboard

My Provider Account

Directory of Services

Services for Providers

Manage Institution Programs

Demand Occupations

View Reports

Manage Provider Profile

Manage Provider User Profile

Education Services

Other Services

Communication Center

Assistance Center

Learning Center

\* Indicates required fields.

For help click the question mark icon.

Provider Location Information

\* Status: ☒ Active ☐ Inactive

\* Vendor ID:  [Populate with Provider's Vendor ID] <sup>1</sup>

\* Location Name 1:

Location Name 2:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip:

URL:

Billing Address Information

Populate the Billing Address from:  
[Above Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#)

\* Billing Address 1:

Billing Address 2:

\* Billing City:

\* Billing State:

\* Billing Zip:

\* Attention:

## NEW PROVIDER REGISTRATION

**Step 2-4: Add Contacts** Clicking "Contacts" in the Action column on the Locations tab will only display contact persons and not allow for you to edit/add contacts. To add a contact person, click the Contacts tab.

Use this folder to manage the Provider's contact information.

**General** **Locations** **Contacts**

Provider: TEST ETPL PROVIDER

Location Status: Active

Display contacts associated with the selected location of:

TEST ETPL PROVIDER - 1234 Test Address Drive Nashville TN 37201

**Provider's Contact Details**

You currently have no saved contacts

**Add Contact**

Select the location from the drop-down menu in which you would like to add a contact person for. Locations added via the "Locations" tab will display in the drop-down menu. After selecting the location, click "Add Contact."

Add a new provider contact

\* indicates required fields. For help click the question mark icon.

**Contact Information:**

Status: ☒ Active ☐ Inactive

First Name:

Middle:

Last Name:

Contact Title:

Telephone:  -  -  Ext:

Fax:  -  -

Selected Location ID	Location Name	Location Address	Contact Type
<input checked="" type="checkbox"/> 5783	TEST ETPL PROVIDER	1234 Test Address Drive Nashville, TN 37201	<span>Primary</span>

**Contact Type**

- Primary
- Alternate
- Training
- Service
- Administrative
- Finance

**Email Address**

Primary E-mail:

## NEW PROVIDER REGISTRATION

- Provide information associated with the contact person.
- Click the applicable location check box(es) associated with the contact person.
- Select the appropriate contact type from the drop-down menu.
- It is always best to fill in as much information as possible regardless of whether the field is required or not.
- There is a Notes field for you to enter any pertinent information regarding the entered contact person.
- Once your contact person's information is saved, it will display on the Contacts tab as seen below.

**General**      **Locations**      **Contacts**

Provider: TEST ETPL PROVIDER      Location Status: Active

Display contacts associated with the selected location of: Any Location

Contact ID	Contact Name	Location	Telephone	Location Status	Action
712	Jane Doe	TEST ETPL PROVIDER - Primary	615-555-1234	Active	<a href="#">Edit</a> <a href="#">Locations</a>

Add Contact

### Step 3-1: Add Programs

You will want to add all programs you would like to go before your Local Workforce Investment Area (LWIA) board for approval. It is best to communicate with your LWIA beforehand (see pages 21-22 for your LWIA's contact information) in order to make an informed decision as to which programs to submit with your application.

## NEW PROVIDER REGISTRATION

Home Sign out

Use this folder to manage the Provider's program and service information.

Provider: TEST ETPL PROVIDER

Show  services

**Self Service Education Program Details**

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
No data available			

To add a program:

- Click the "Manage Institution Programs" link found in the "Services for Providers" section of the left side bar.
- Click the "Add Self Service Education Program" button link

## NEW PROVIDER REGISTRATION

**My Provider Workspace**

- My Provider Dashboard
- My Provider Account
- Directory of Services

**Services for Providers**

- Manage Institution Programs
- Demand Occupations
- View Reports
- Manage Provider Profile
- Manage Provider User Profile
- Education Services

**Other Services**

- Communication Center
- Assistance Center
- Learning Center

\* indicates required fields. For help click the question mark icon.

**Provider: TEST ETPL PROVIDER**

**General Information**

\* Status: ☒ Active ☐ Inactive

\* CIP Code: None Selected  

[ Search for CIP code ]

\* Program / Service Name: Truck Driving

Program / Service Description:  
(2000 characters max.)

Green Job Training: ☐ Yes ☐ No [What is a green job?](#)

\* WIA Program: ☐ Yes ☒ No

Completion Level: None Selected

\* Attain Credential: None Selected

Other, Specify:

Certification / License Title:

Certification / License Type:  
☒ National Certification or License  
☐ State Certification or License  
☐ Regional Certification or License  
☐ Certification or License Does Not Apply

\* Date Program First Offered: Today (mm/dd/yyyy)

Pell Grant Eligible: ☐ Yes ☐ No

When filling in your program information you will need to select the "Search for CIP Code" link in order to fill in the CIP Code information for your program of study. There are several options you may use to search for the appropriate CIP Code. In the example below, the "Programs by Keyword" tab is used to obtain the CIP Code.

## NEW PROVIDER REGISTRATION

For help click the question mark icon.

[Programs by Keyword](#)
[Programs by Program Area](#)
[Program Listing](#)
[Programs by Occupation](#)
[Programs by Career Cluster](#)
[Programs by Program Code](#)

**Search for a program by keyword(s)**

Type your keywords in the box and click the Search button.

transportation

[Keyword Search Options](#)

Search

Click [Program Listing](#) to see an alphabetical list of all available program titles.

Type in your keyword in the box and click "Search." The results will display. From this list, select the most appropriate option by clicking the program. It will then populate the "CIP Code:" field.

[Programs by Keyword](#)
[Programs by Program Area](#)
[Program Listing](#)
[Programs by Occupation](#)
[Programs by Career Cluster](#)
[Programs by Program Code](#)

**Search for a program by keyword(s)**

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
<a href="#">Air Transportation, Other. (490199)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Marine Transportation, Other. (490399)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Railroad and Railway Transportation, (NEW) (490208)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Traffic, Customs, and Transportation Clerk/Technician. (520410)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Transportation and Materials Moving, Other. (499999)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Transportation/Transportation Management. (520209)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Ground Transportation, Other. (490299)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Transportation and Highway Engineering. (140804)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Aeronautics/Aviation/Aerospace Science and Technology, General (490101)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Civil Engineering, General. (140801)</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Hydraulics and Fluid Power</a>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

\* Status: ☒ Active ☐ Inactive

\* CIP Code: 490299 - Ground Transportation, Other.  
[\[ Search for CIP code \]](#)

\* Program / Service Name:

Program / Service:

## NEW PROVIDER REGISTRATION

- In order for a program to be approved as being a WIA eligible program you must select Yes for "WIA Program"
- When entering program information, enter it exactly as it has been approved by your (TN) state authorizing/governing body (i.e. THEC, TBR, SACS, etc)
- Do not submit programs that have not been approved by your authorizing/governing body
- It is always best to complete as many fields as possible, regardless of them being required or not
- Once all information has been entered click Save
- After you have saved your information, you will see a summary page with fields to add program information

### Step 3-2: Add Occupation Details

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> State Approving Agency    07/01/2015  Approval Expiration Date: </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Staff Created ID:            [3111555]  Date Created:                11/25/2014  Staff Last Edited ID:        [3111555]  Date Last Edited:            11/25/2014  <div style="text-align: center; margin-top: 5px;"> <a href="#">[ Edit Program / Service Details ]</a> </div> </div> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;"> Program / Service Occupations </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Code</th> <th style="width: 45%;">Occupation Title</th> <th style="width: 15%;">Validation</th> <th style="width: 25%;">Provider Title</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;">No data available</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 5px;"> <a href="#">[ Edit Occupation Details ]</a> </div> </div>	Code	Occupation Title	Validation	Provider Title	No data available			
Code	Occupation Title	Validation	Provider Title						
No data available									

Click on "Edit Occupation Details" under Program/Service Occupations

My Provider Workspace

My Provider Dashboard

My Provider Account

Directory of Services

Services for Providers

Manage Institution Programs

Demand Occupations

Select the Occupations for this program from the list below. If an Occupation is selected that is not indicated as being in Bright Outlook, please provide evidence that it is in Bright Outlook.

**WILLIAM**  
WILLIAM

*For help click the question mark icon.*

Provider: TEST ETPL PROVIDER  
Program: Truck Driving  
Cipcode: 499999

Bright Outlook: Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
No occupations exist for the CIPCODE selected.		

[Cancel](#)

From here you are to select all applicable occupations. If none exists, click Cancel and continue app

## NEW PROVIDER REGISTRATION

**Step 3-3: Add Cost Details** To add cost information select the "Edit Cost Details" link under "Program/Service Cost Details and follow the links as displayed

**Program/Service Cost Details**

Cost Item	Cost Value
No data available	
Total Amount	\$0.00

[\[ Edit Cost Details \]](#)

**Service Cost Information**

Please ensure that the amounts entered are the costs for 12 Months  
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

\* Add Cost Items [\[ Add Cost Items \]](#)

\* Total Amount: \$ 0.00

[Save](#) [Cancel](#)

**TN.GOV** Click on any cost item below to select it.

Count	Item
149	Total CRS Training Costs

[View Details](#)

**My Provider Dashboard** Provider: TEST ETPL PROVIDER  
Program/Service: Truck Driving

**My Provider Account**

**Directory of Services**

**Manage Institution Programs**

**Demand Occupations**

**View Reports**

**Manage Provider Profile**

**Manage Provider User Profile**

**Education Services**

**Communication Center**

**Assistance Center**

**Learning Center**

**Service Cost Information**

Please ensure that the amounts entered are the costs for 12 Months  
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

\* Add Cost Items [\[ Add Cost Items \]](#) [Select](#)

\* Total CRS Training Costs: \$ 0.00

\* Tuition/Fee: \$ 0.00

\* Books: \$ 0.00

\* Tools: \$ 0.00

\* Other Costs: \$ 0.00

Comments:

\* Total Amount: \$ 0.00

[Save](#) [Cancel](#)

## NEW PROVIDER REGISTRATION

- Enter all known cost information (Tuition, Books, etc.)
- To add a line item not listed, click on the "Add Cost Items" link
- If amount is entered in "Other Costs," please provide an explanation of what the other costs are in the comments box
- Save when complete

**Step 3-4: Select Applicable Locations** You must select the location(s) where the entered program is offered. If you've only submitted one campus location then this is what you will select. If you entered additional locations (via the Locations tab) then these will become options on this page.

The screenshot shows the 'Program/Service Locations' section of the TN.GOV provider registration interface. At the top, there is a header 'Program/Service Locations' and two columns: 'Address' and 'Bill Address'. Below these columns, it says 'No data available'. A button labeled '[ Edit Location Details ]' is highlighted with a red box. An arrow points from this button to the main content area below.

The main content area has a sidebar on the left with the following links: My Provider Dashboard, My Provider Account, Directory of Services, Manage Institution Programs, Demand Occupations, View Reports, and Manage Provider Profile. The main content area has a header 'Please select the location(s) to be associated to this program / service.' and a sub-header 'Program/Service Locations'. Below this, there is a form with the following fields: Provider (TEST ETPL PROVIDER), Program / Service (Truck Driving), and a table with columns: Select, Location Name, Location Address, and Billing Address. The table contains one row with a checked 'Select' box, 'TEST ETPL PROVIDER', '1234 Test Address Drive Nashville, TN 37201', and '1234 Test Address Drive Nashville, TN 37201'. A button labeled '[ Save ]' is highlighted with a red box.

**Step 3-5: Select Program / Service Skills** by clicking the "Edit Program Skills" link

The screenshot shows the 'Program/Service Skills' section of the TN.GOV provider registration interface. At the top, there is a header 'Program/Service Skills' and a column 'Selected Skill'. Below this column, it says 'No data available'. A button labeled '[ Edit Program Skills ]' is highlighted with a red box.

## NEW PROVIDER REGISTRATION

Program: Truck Driving  
Cipcode: 490299

**Skill Category**

Select a category for additional skills: None Selected

**Program Skill**

[\[Check All\]](#) [\[Uncheck All\]](#)

None Selected ▼

None Selected

General Skills

Computers & Mathematics

Construction

Education & Social Services

Entertainment & Media

Financial Services

Agriculture & Wildlife

Healthcare

Legal & Protective Services

Management & Office Services

Science & Engineering

Service & Sales

Skilled Trades

Transportation

- Select the appropriate category from the drop-down menu

**Skill Category**

Select a category for additional skills: Transportation

**Program Skill**

[\[Check All\]](#) [\[Uncheck All\]](#)

**Skill Description**

- ☐ adhere to government aviation regulations
- ☐ analyze factors such as weather reports to determine air routes
- ☐ attach or mark identification onto products or containers
- ☐ calculate sighting of land using chart or sounding devices
- ☐ captain water vessels
- ☐ compare shipment contents to records
- ☐ complete record of production
- ☐ compute position, set course, or determine speed of vessel
- ☐ conduct preflight or in-flight tests or checks of aircraft equipment
- ☐ coordinate flight activities with ground personnel

- Select the applicable skill description options that apply to the program by clicking the box(es) that apply
- There is also an option to select all options within the Skill Description box. This can be done by clicking the "Check All" link
- Click the Save button found at the bottom of the screen when complete

## NEW PROVIDER REGISTRATION

### Step 3-6: Enter Program Performance Information

Program / Service Performance

PY	Program	Completion Rate	Employment Rate	Employment Rate Related Occupation	Average Wage
No data available					

[\[ Edit Program Performance \]](#)

- Click the "Edit Program Performance" link to add performance information for your program
- You will need to enter performance data for the most recent full year which you are to select from the "Program Year:" drop-down menu

\* Program Year: 2013 ▼

Program	Completion Rate	Employment Rate	Employment Rate Related Occupation
Overall	<span style="border: 1px solid black; padding: 2px;">0.00</span> %	<span style="border: 1px solid black; padding: 2px;">0.00</span> %	<span style="border: 1px solid black; padding: 2px;">0.00</span> %
WIA	<span style="border: 1px solid black; padding: 2px;">0.00</span> %	<span style="border: 1px solid black; padding: 2px;">0.00</span> %	<span style="border: 1px solid black; padding: 2px;">0.00</span> %

Program / Service Performance Summary

Total number of program participants who exited the program during the program year.

Total number of program participants who completed (earned certificate, diploma, etc.) the program in the program year.

Total number of program exiters (earned certificate, diploma, etc.) who obtained unsubsidized employment after completion of the program.

Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program.

Average hourly wage of all completers employed in the calendar quarter following their completion quarter. \$ 0.00

- Programs being submitted for approval will not have WIA performance information
- Please provide a short description as to how your performance is measured in the box provided
- Once complete, click the Save button
- It is important to enter this information as it is used by the Local Workforce Investment Area Boards in their decision making process when approving new programs and providers

## NEW PROVIDER REGISTRATION

### Step 4: Confirm Your Application

**Program / Service Application Confirmation**

Agreed to the confirmation statement: No

Submit program for WIA Approval: No

[ [Edit Confirmation](#) ]

- Click the "Edit Confirmation" link

**Program / Service Application Confirmation**

\* Providers requesting approval or re-approval of a training program must agree to the statement below.

The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☐ Yes, I agree to the above statement.

Indicate if you want to submit this program for WIA Review and Approval at this time:

☐ Yes, submit this program for WIA Approval.

☐ No, do not submit this program for WIA Approval

[Save](#) [Cancel](#)

- You must agree to the printed stated in order to submit your application for approval
- After selecting the check box in agreement with the statement you may submit your application by selecting the radio button next to "Yes, submit this program for WIA Approval."
- Click "Save" when done

**Review Status:** To see the status of your application, log in and look in the "Program / Service Review Status" box. Here you will be able to view any items you failed to submit in your application along with the approval status of your program.

**Program / Service Review Status**

This program / service has not been reviewed.

Program/Service Occupations have not been entered.

WIA-Program has not been enabled for ITA-Approved Status.

**Review Date:**

**Application Status:** Applied For

**Review Status:** Not Reviewed

**Reapplication Date:**

---

## NEW PROVIDER REGISTRATION

---

### Step 5: Submit documentation to your LWIA

After you have submitted your application for approval you will need to submit all supporting documentation to the LWIA where your institution is located. The LWIA contacts are listed below. At minimum, you will need to submit documentation of your school's approval to operate and offer training within the state of Tennessee. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) are to provide a copy of the institution's Certificate of Authorization along with a copy of any program approval letters that apply to the programs submitted in the prospective provider's application. The program approval letter(s) should show the approval of your program's name, cost, length and credential. Please note that your supporting documentation aids your LWIA in their approval process. If you have any questions regarding documentation please contact your LWIA listed below.

#### LWIA 1 - Alliance for Business & Training

*[Serving Carter, Johnson, Sullivan, Washington & Unicoi Counties]*

- Malenia Truelove, [mtruelove@ab-t.org](mailto:mtruelove@ab-t.org)
- Cindy Martin-Hensley, [chensley@ab-t.org](mailto:chensley@ab-t.org)
- Kathy Pierce, [kpierce@ab-t.org](mailto:kpierce@ab-t.org)

#### LWIA 2 - Walters State Community College

*[Serving Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier & Union Counties]*

- Don Shadow, [Joseph.Shadow@ws.edu](mailto:Joseph.Shadow@ws.edu), (423) 587-7036
- Fax: (423) 585-6769
- 500 S Davy Crockett Pkwy, Morristown, TN 37813

#### LWIA 3 - Workforce Connections

*[Serving Knox County]*

- Ray Abbas, [Ray.Abbas@tnccknox.org](mailto:Ray.Abbas@tnccknox.org)

#### LWIA 4 - East Tennessee Human Resource Agency

*[Serving Anderson, Blount, Campbell, Cumberland, Loudon, Monroe, Morgan, Roane & Scott Counties]*

- April Beaty, [abeaty@ethra.org](mailto:abeaty@ethra.org)
- Melinda Watson, [mfrost@ethra.org](mailto:mfrost@ethra.org)

#### LWIA 5 - Southeast Tennessee Development District

*[Serving Bledsoe, Bradley, Hamilton, McMinn, Marion, Meigs, Polk, Rhea & Sequatchie counties]*

- Anna Smith, [annas@sedev.org](mailto:annas@sedev.org)

#### LWIA 6 - Workforce Solutions

*[Serving Bedford, Coffee, Franklin, Grundy, Lincoln, Moore & Warren Counties]*

- Gary Morgan, [gmorgan@workforcesolutionstn.org](mailto:gmorgan@workforcesolutionstn.org)

#### LWIA 7 - Upper Cumberland Human Resource Agency

*[Serving Cannon, Clay, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, VanBuren & White Counties]*

- Pat Callahan, [pcallahan@uchra.com](mailto:pcallahan@uchra.com)
- Luke Collins, [lcollins@uchra.com](mailto:lcollins@uchra.com)

#### LWIA 8 - Workforce Essentials

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## NEW PROVIDER REGISTRATION

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[Serving Cheatham, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart, Sumner & Williamson Counties]

- John Watz, [jwatz@workforceessentials.com](mailto:jwatz@workforceessentials.com), (931) 905-3502
- Fax: (931) 551-9026
- 523 Madison Street, Clarksville, TN 37040

### LWIA 9 - Nashville Career Advancement Center

[Serving Davidson, Rutherford, Trousdale, & Wilson Counties]

- Terry Corbin, [Terry.Corbin@Nashville.gov](mailto:Terry.Corbin@Nashville.gov)
  - Fax to (615)862-8910 if documentation is unable to be emailed

### LWIA 10 - South Central Tennessee Workforce Board

[Serving Giles, Hickman, Lawrence, Lewis, Marshall, Maury, Perry & Wayne Counties]

- Brenda Sewell, [Brenda.Sewell@sctworkforce.org](mailto:Brenda.Sewell@sctworkforce.org)

### LWIA 11 - Southwest Tennessee Human Resource Agency

[Serving Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy & Madison Counties]

- April Brown, [aprilb@swhra.org](mailto:aprilb@swhra.org)
- Lucy Locke, [elocke@swhra.org](mailto:elocke@swhra.org)
- Fax: 731-983-3149
- P. O. Box 264, Henderson, TN 38340

### LWIA 12 – Northwest Tennessee Workforce Board

[Serving Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Lauderdale, Obion, Tipton & Weakley Counties]

- Pamela Merritt, [merritt@nwtworks.org](mailto:merritt@nwtworks.org)
- Jennifer Bane, [jbane@nwtworks.org](mailto:jbane@nwtworks.org)

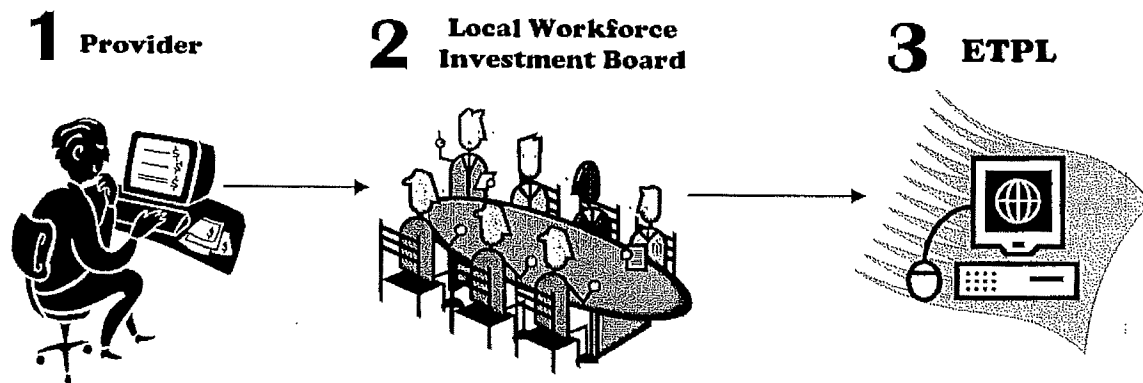
### LWIA 13 - Workforce Investment Network

[Serving Fayette & Shelby Counties]

- Martha Mooneyhan, [martha.mooneyhan@workforceinvestmentnetwork.com](mailto:martha.mooneyhan@workforceinvestmentnetwork.com)

## Step 6: Processing Your Application & Waiting on a Response

After your application has been submitted, it goes to your Local Workforce Investment Area Board to be processed and voted on for possible placement onto the Eligible Training Provider List.



## NEW PROVIDER REGISTRATION

### Wait for LWIB Response

The wait time between submitting a New Provider Application and receiving a response from your LWIB depends on several different factors. Two of those factors are the meeting schedule of your LWIB and your date of submission. If your application is submitted after your LWIB has met, you must wait until their next meeting to obtain a decision on your addition to the ETPL. Thus, to expedite the approval process, contact your LWIB for information concerning their application deadlines. To find the contact information for your LWIB, please reference pages 21-22 above or visit [http://www.tn.gov/labor-wfd/cc/ccareas\\_local.htm](http://www.tn.gov/labor-wfd/cc/ccareas_local.htm) for additional contact information.

Each LWIB is geographically different and creates their own criteria of approval based on numerous factors. Information regarding your LWIB's criteria for approval should be obtained directly from your LWIB.

### Step 7A: Your LWIB Has Approved Your New Provider Application

If the LWIB approves your institution and programs, they will appear on the ETPL. Your institution and associated information will appear on the ETPL exactly as you submitted it in your application. Please note that your LWIB does not have to approve your application in its entirety. For example, they may approve two of your submitted programs but deny the remaining programs. After being added to the ETPL, you are visible on the ETPL statewide. To view your institution on the ETPL, visit [www.jobs4tn.gov](http://www.jobs4tn.gov) and click the "Education and Training Data" link under the Special Services column.

The screenshot displays the homepage of the Tennessee Department of Labor and Workforce Development's website, jobs4tn.gov. At the top, there is a large banner image of a construction site. Below the banner, there is a search bar with the text "SEARCH FOR A JOB" and a prompt "Enter a keyword, employer name and/or city or ZIP code and radius to search for jobs in your area." The search bar includes input fields for "Enter Keyword", "Enter Employer Name", "Enter City", "37130", and "10 miles", along with a "Search" button. Above the search bar, there are login fields for "Username" and "Password", a "Sign In" button, and links for "Not Registered Yet?", "Forgot Username/Password?", and "Lost Email?". Below the search bar, there is a section titled "LATEST NEWS AND ANNOUNCEMENTS" with a link to "Federal Contractors Requirements for OFCCO Compliance". The main navigation menu consists of five categories: "JOB SEEKING SOLUTIONS", "BUSINESS SOLUTIONS", "LABOR MARKET INFORMATION", "SPECIAL SERVICES", and "RESOURCES". Each category has a list of links. Under "SPECIAL SERVICES", the link "Education and Training Data" is highlighted with a red box. Other links in the "SPECIAL SERVICES" category include "Job Seeker's Guide", "Paychex for Partners", and "Job Fairs & Events".

JOB SEEKING SOLUTIONS	BUSINESS SOLUTIONS	LABOR MARKET INFORMATION	SPECIAL SERVICES	RESOURCES
<ul style="list-style-type: none"><li>FEATURED JOBS</li><li>Additional Job Search Options</li><li>Post/Create a Resume</li><li>Get Job Alerts Using Virtual Recruiter</li><li>Find Employers Near You</li><li>Career Assistance</li></ul>	<ul style="list-style-type: none"><li>Post a Job</li><li>Looking For Employees</li><li>Current Market Trends</li><li>Education and Training Completers</li><li>Labor Force Data</li></ul>	<ul style="list-style-type: none"><li>Labor Market FAQs</li><li>How Much Does a Job Pay?</li><li>Occupation Data</li><li>Industry Data</li><li>Supply and Demand Data</li><li>Demographics</li><li>LMI Data</li></ul>	<ul style="list-style-type: none"><li><b>Education and Training Data</b></li><li>Job Seeker's Guide</li><li>Paychex for Partners</li><li>Job Fairs &amp; Events</li></ul>	<ul style="list-style-type: none"><li>Contact Us</li><li>Find a Career Center</li><li>Publications and Employment News</li><li>Online Learning</li><li>Resources Link</li><li>My Next Move for Veterans</li></ul>

## NEW PROVIDER REGISTRATION

From here you can click the "Training Providers and Schools" link to search or view providers.

Please select from the Education Services options listed below.

**Training Providers and Schools** - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.

**Training and Education Programs** - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.

**Education Program Completers** - Select this option to review the number of students that complete training and education programs for an occupation.

**Financial Assistance Links** - Select this option to explore potential sources of financial assistance for training programs that you may be interested in.

**Online Learning Resources** - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.

**Education Profile Informer** - Select this option to access labor market information on education programs in a selected area.

From here you can enter your school's name in the Keyword search box and click Search or select your school's name via the Provider Listing tab.

Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.

For help click the question mark icon.

**Provider Search** **Provider Listing**

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the **Search** button.

**Search Criteria**

Area (click to change): **Tennessee**

Keyword (e.g. State University):

Provider Type: **All Providers**

Provider Ownership: **Any Ownership**

Workforce Investment Act Eligible Training Provider: **All Providers**

Location Type: **None Selected**

Program provides training for Green Jobs? **None Selected**

**Search** [Reset Criteria](#)

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## NEW PROVIDER REGISTRATION

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After selecting your school you will be able to see details of all provider and program information.

- After being added to the ETPL, all 13 LWIAs are notified via email of your institution's addition to the ETPL.
- All approved ETPL providers are responsible for submitting quarterly report information to the state office. The provider's contact person will be emailed and provided the following documents and information:
  - Performance and Reporting Requirements, which describes each training provider's reporting responsibility along with other pertinent information.
  - Blank Quarterly Report Template
    - All training providers that appear on the ETPL are required to submit data quarterly to the TDLWD in the form of a quarterly report.
  - Quarterly Report Formatting Instructions to aid in completing your quarterly report.
  - Exemption Claim Form to be used for quarterly report submission until a WIA student enrolls at your institution. After the enrollment of your first WIA student you will begin to submit quarterly reports.

### **Step 7B: Your LWIA Board Has Denied Your New Provider Application**

If you are denied access to the Eligible Training Provider List (ETPL) you have the option to appeal your Local Workforce Investment Area (LWIA) Board's decision. The policies detailed below govern the ETPL appeal process.

#### **A. Appeals to Local Board [WIA Section 122(g)]**

- (1) Local Boards must have a written appeal process that includes the following provisions:
  - (a) A Provider wishing to appeal a decision by a Local Board must submit an appeal to the Local Board within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
  - (b) The Local Board appeal process must grant the Provider the opportunity to directly address the reasons for denial either in writing or through an appeal hearing.
  - (c) The Local Board must have 1-3 impartial appeal officers who are responsible for re-evaluating the supplemental materials supplied by the Provider in addressing the initial reasons for denial.
  - (d) The Local Board will notify the Provider of its final decision on an appeal within 30 days of receipt of the appeal.
  - (e) The Local Board appeal notification to the Provider must reference the process for filing a State appeal in the event that the Provider is not satisfied with the outcome of the local appeal.

#### **B. Appeals to the State [WIA Section 122(g)]**

This procedure applies only to Providers who have exhausted the appeal process of a Local Board and are dissatisfied with Local Board's final decision.

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## NEW PROVIDER REGISTRATION

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- (1) A Provider wishing to appeal to the State must submit an appeal request to the State within 30 days from the Local Board's notification to the Provider of their final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
- (2) The State will promptly notify the appropriate Local Board when it receives a request for appeal. The State will also notify the appropriate Local Board when it makes the final decision on an appeal.
- (3) The State appeal process includes the opportunity for appealing Providers to have a hearing. The hearing officer must be an impartial person. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least 10 calendar days before the scheduled hearing. Both parties must have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.
- (4) The five member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the Provider and the Local Board. The committee can either uphold or reverse the Local Board decision.

The State appeals committee must render a decision within 60 days from receiving the Provider's initial State appeal request.

## LWDA 12 Customer Traffic Count

	Camden	Alamo	Humboldt	Paris	Tiptonville	Ripley	Union City	Dresden	Covington	Affiliate Totals	Dyersburg	Huntingdon	Comprehensive Totals	Overall Totals
July	175	109	335	344	89	422	352	211	619	2656	883	354	1237	3893
Aug.	171	169	375	441	202	714	638	285	970	3965	1067	557	1624	5589
Sept.	151	147	312	443	171	779	539	225	814	3581	991	424	1415	4996
Oct.	132	133	349	367	173	521	513	211	636	3035	883	515	1398	4433
Nov.	105	145	430	349	139	483	425	183	630	2889	713	476	1189	4078
Dec	137	121	439	281	115	388	271	160	486	2398	830	407	1237	3635
Total	871	824	2240	2225	889	3307	2738	1275	4155	18524	5367	2733	8100	26624
Mo. Avg	145	137	373	371	148	551	456	213	693	3087	895	456	1350	4437
%	3.27%	3.09%	8.41%	8.36%	3.34%	12.42%	10.28%	4.80%	15.62%	69.57%	20.17%	10.28%	30.43%	100.00%

Source: Affiliates - ipad Check in system; Comprehensive - manual tracking log

Exhibit B