



**NJ Local Workforce Investment Board Certification Process 2012-2014
Key Activities and Outcomes Timeline**

Date	Activity/Outcome	Owner
January 2012	WIB Certification Process: <ul style="list-style-type: none"> • Approve and recommend to Commission • Review by Assistant Commissioner 	Governance Committee SETC Executive Director
January 31, 2012	WIB Certification Process: <ul style="list-style-type: none"> • Review and Approve 	SETC Asst. Commissioner, LWD
February 21, 2012	WIB Certification Process Rollout: <ul style="list-style-type: none"> • Presentation to local WIB Chairpersons and WIB Directors • Letter to Local Executive Officers and County Administrators, 3/26/2012 	SETC Chair SETC Staff SETC Chair (Sign)
March 2012 – June 2012	Baseline Assessment Conducted: <ul style="list-style-type: none"> • Capacity Inventory and Technical Assistance 	SETC Staff Local WIB Directors
August 2012 – September 2012	Baseline report: <ul style="list-style-type: none"> • Presentation to Governance Committee/ Commission 	SETC Staff Governance Committee
July 2012 – June 2013	Plans: <ul style="list-style-type: none"> • Certification Assessment/Technical Assistance developed and implemented 	Local WIB Directors SETC Staff
February 15, 2013	Progress Report 1: <ul style="list-style-type: none"> • Due to SETC for period 7/1/12 – 12/31/12. • Progress Report 1: Review 	SETC Staff Local WIB Directors Governance Committee Asst. Commissioner, LWD
March 12, 2013	Progress Report 1 to Governance Committee	SETC Staff
June 18, 2013	Progress Report 1 to SETC Commission	Governance Committee
July 19, 2013	Progress Report 2: <ul style="list-style-type: none"> • Due to SETC for period 1/1/2013-6/30/2013 • Review and Update: WIB Assessment/Technical Assistance Plan 	SETC Staff Local WIB Directors Governance Committee Asst. Commissioner, LWD

September 10, 2013	Progress Report 2: <ul style="list-style-type: none"> Review and Approve 	Governance Committee Asst. Commissioner, LWD
September 17, 2013	Progress Report 2: To Commission	Governance Committee Asst. Commissioner, LWD
September 2013 – November 2013	Ongoing Technical Assistance to Local WIBs <ul style="list-style-type: none"> Site Visits to any WIBs with less than 12 Satisfactory Items (out of 15 certification items) 	SETC Staff
November 2013	Red Flag Areas Identified	SETC Staff
November 26, 2013	Red Flag Areas Review	Governance Committee
December 9, 2013	Red Flag Areas Notified: <ul style="list-style-type: none"> Current status would result in Conditional Certification 	SETC Chairman SETC Executive Director
January 31, 2014	WIB Certification Application: Due to SETC	Local WIBs
March 19, 2014	WIB Certification Assessment <ul style="list-style-type: none"> Review certification applications Submit recommendations to Commission Full Certification = 100% Satisfactory Conditional Certification = Any Caution or Incomplete Items 	Governance Committee LWD Deputy Commissioner SETC Staff
April 3, 2014	WIB Certification Recommendations: <ul style="list-style-type: none"> Vote by full Commission <ul style="list-style-type: none"> Full Certifications awarded Conditional Certification letters sent to Local WIBs; with timeline to achieve Full Certification All items must be completed by 5/15/2014 	SETC
May 20, 2014	Review Conditional Certifications	Governance Committee
June 17, 2014	Approval of Conditional Certifications <ul style="list-style-type: none"> Approved: Full Certification issued upon completion of final items Denied: SETC Recommendation to LWD Deputy Commissioner Appeals Process (if needed) 	SETC LWD Deputy Commissioner LWD Commissioner/USDOL