**NJ WDB Certification 2020: Process Outline**

**What’s the Process?**

* **Email all documents for Items #1-10 to** [**WDBCert2020@dol.nj.gov**](mailto:WDBCert2020@dol.nj.gov)**.**
* Item #11 is a performance review; no document is needed from the local WDB.
* Documents can be submitted as soon as they are ready; this will help staff to do a timely review. *Don’t wait until February 15 to send all your items. This may delay your certification.*
* All documents AND the final signed application form are due by February 15, 2021.
* If you anticipate that your signed application form will NOT be completed by February 15, please notify your SETC liaison as soon as possible. *This may delay your WDB certification*.

**How will I know the documents have been received?**

* You will receive an email from SETC staff when you have submitted a document for WDB certification, confirming receipt of the document.
* The SETC staff may send you reminders about any missing documents, but it is up to each local area to ensure a complete set of documents, and signed application, are submitted.

**How will I know when my documents are satisfactory?**

* You will receive regular feedback from your SETC liaison, either indicating the received documents are satisfactory or with requests for clarifications or corrections.
* If you have questions at any time in the process, contact your SETC liaison directly.

**How should the documents be prepared?**

* **Documents should be sent as separate, individual PDFs.** 
  + Except for Item #1: the WDB member list should be submitted in Excel format.
* Please name the PDFs in this format: **Item #** - **Description** and **Program Year**
  + *Examples:*
  + 2-WDA Programs Budget PY 18
  + 2-WDB Budget and Staffing PY 18
  + 3-Annual Report PY 19
  + 4-WDB Minutes PY 18
* We ask that you provide the actual PDF of these documents, not a web link (URL).

**Where can I find guidance resources?**

* All WDB Certification materials are online at: [www.njsetc.net/njsetc/policy/certification](http://www.njsetc.net/njsetc/policy/certification)

**Who are the SETC Liaisons?**

* *North Region:*Gary Altman,[Gary.Altman@dol.nj.gov](mailto:Gary.Altman@dol.nj.gov)
* *Central Region:*Maureen O’Brien Murphy,[Maureen.Obrien-Murphy@dol.nj.gov](mailto:Maureen.Obrien-Murphy@dol.nj.gov)
* *South Region:* Sheryl Hutchison, [Sheryl.Hutchison@dol.nj.gov](mailto:Sheryl.Hutchison@dol.nj.gov)