



# New Jersey State Employment and Training Commission

Dennis M. Bone, Chairman

Phil Murphy, Governor

## **NJ WDB Certification 2018**

### **FAQs**

#### **What's the Process?**

- Email all documents for Items #1-12 to [WDBCert2018@dol.nj.gov](mailto:WDBCert2018@dol.nj.gov).
- Item #13 is a performance review; no document is needed from the local WDB.
- Documents are due by December 1, 2018.
- Documents can be submitted as soon as they are ready; this will help staff to do a timely review.
- *Don't wait until November 30 to send all your items. This will delay your certification.*
- The final signed application form is also due by December 1, 2018.
- If you anticipate that your signed application form will NOT be completed by December 1, please notify your SETC liaison as soon as possible. *This will 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 PDFs (except for Item #1, the WDB member list in Excel).
- For Item #s where multiple documents are requested, please name the PDFs by Item #-Description and Program Year. Examples:
  - 2-WDA Programs Budget PY 16
  - 2-WDB Budget and Staffing PY 17
  - 3-Annual Report PY 15
  - 3-Annual Report PY 16
  - 4-WDB Minutes PY 16
  - 4-WDB Minutes PY 17

- Please group committee/council minutes by type in separate PDFs by Program Year:
  - 6-Literacy Minutes PY 16
  - 6-Youth Minutes PY 17
  - 6-Operations Minutes PY 17
- If some documents are posted on the WDB website, you may provide the web link (URL) for the exact location of the document (i.e., PY 17 Annual Report).
- *For WDB minutes and council and committee minutes, where there are many documents to be downloaded, we ask that you provide the actual PDF, 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)
- Updated guidance materials include (as of 9/19/2018):
  - WDB Membership – Excel template
  - Posting your WDB Membership list online – sample web format
  - Annual Report info
  - Annual Evaluation info and USDOL resources/examples

#### **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)