

**LOCAL WORKFORCE DEVELOPMENT BOARD SUBSEQUENT CERTIFICATION APPLICATION****Step 1 - Point of Contact**

The following information concerns the individual who is filling out this application on behalf of the Workforce Development Board (WDB) and will be the point of contact for future correspondence.

Name	
Title	
Address	
Phone	E-Mail
Date of Application	Local Area #

**Step 2 - Local Workforce Development Board Subsequent Certification**

Attach the following documents:

- WDB roster, including each member's job title and business or entity which he or she represents;
- Conflict of interest forms signed by each new board member added since the previous certification;
- Chief Elected Official resolutions or meeting minutes approving any new board members; and
- For new members representing business or labor, documentation of the nomination process.

A local WDB applying to receive subsequent certification must demonstrate how the board meets each of the following:

- A majority of the members of the local board shall be representatives of business
- Not less than 20 percent of the members of the local board shall be representatives of the workforce within the local area who:
  - Shall include at least two (2) representatives of labor organizations
  - Shall include at least one (1) representative who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program
  - May include representatives of community based organizations; and
  - May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth.
- Representatives of entities administrating education and training activities in the local area, who:
  - Shall include a representative of WIOA Title II services provided by Aspire;
  - Shall include a representative of institutions of higher education providing workforce training; and
  - May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
- Representatives of governmental and economic and community development entities serving the local area, who:
  - Shall include a representative of economic and community development entities;
  - Shall include a State Employment Service Office under Wagner-Peyser representative;
  - Shall include a Vocational Rehabilitation program representative;
  - May include representatives of agencies or entities administrating programs serving the local area relating to transportation, housing, and public assistance; and
  - May include representatives from philanthropic organizations serving the local area.

- May include other individuals or representatives of entities as the Chief Elected Official in the local area may determine appropriate.
- Chairperson of the board shall be a business representative
- Members of the board shall be individuals with optimum policymaking authority within the organizations, agencies, or entities they represent.
- Members of the board shall represent diverse geographic areas within the local area.

**Step 3 - Signature(s) of the Chief Elected Official(s) of the Local Workforce Development Area**

The Chief Elected Official(s) (CEO) of the local workforce development must sign below. If necessary, a separate signature page for each representative may be attached.

County/Municipality Name	Signature	Date
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County Name	Signature	Date
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County Name	Signature	Date
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County Name	Signature	Date
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**Step 4 - E-Mail Application**

Ohio Department of Job and Family Services  
 Office of Workforce Development  
[OWDPOLICY@jfs.ohio.gov](mailto:OWDPOLICY@jfs.ohio.gov).

The e-mail subject line should read, "WDB Subsequent Certification."