

**WIOA Classroom Training Policy**  
**Policy # ADWB-04-2016**

*This policy establishes a framework and procedures for the placement of program participants in training services following receipt of one or more career services. It covers Individual Training Accounts (ITAs), which may include, but is not limited to, occupational skills training and work-based learning opportunities. It is the intent of this policy to establish a clear focus for our talent development efforts. This policy will also be utilized in coordination with the WIOA Priority of Service for Title I Adult Programs' policy procedures to ensure that priority of service is given to program participants that qualify under the (4) priority groups as defined in PGL WIOA-2015-07 (prior #15-12-WIOA): Priority of Service for Title I Adult programs.*

**Additions/significant changes to the policy include, but not limited to:**

***ITAs in Conjunction with Work-Based Learning (WBL) Opportunities***

WBL opportunities may include On-the-Job Training, Work Training Experience, Registered Apprenticeships, and Pre-apprenticeships. ITAs may be provided to individuals in conjunction with WBL opportunities, when appropriate.

***Conflicts of Interest***

Employees shall not have a personal interest in any actions in which they may be involved in selecting the vendor, executing a contract or purchase order, or negotiating or administering the contract or purchase order. Employees will not be allowed to solicit, obtain, accept, or retain any personal benefit (gift, favor, service, compensation, or discount) from any supplier, vendor, or any individual or organization doing or seeking business with the County. Employees having a potential personal interest in a County contract, purchase, payment, or other financial or monetary transaction shall give 72 hours written advance notice of the conflict to the County Attorney. Failure to disclose a conflict will not be tolerated. "Personal interest" includes an interest held by the individual or a family member, which includes, but is not limited to, a spouse, sibling, parent, son or daughter.

***Training Amounts/Caps***

Following various criteria (i.e., data analysis of employment concentrations and significant economic impact), the ADWB has determined the following additional in-demand industry sectors:

- Construction
- Hospitality (new for Adult and Dislocated Worker)
- Manufacturing

***Informed Customer Choice***

Priority consideration shall be given to programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations.

Training assistance may include stackable credentials that are identified as a career pathway and will result in the participant acquiring industry recognized certificates.