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**POLICY #:** A-10  
**One-Stop Center (or American Job Center) Certification Policy**

**ISSUED:** May 18, 2017

**RESIVED:** May 17, 2018

**PURPOSE:**

To provide guidance in certifying the Clackamas One Stop Comprehensive and Affiliate Centers (also called American Job Centers) every three years.

**REFERENCES**

- State of Oregon One-Stop Center Certification Policy
- State of Oregon One-Stop Operator Procurement Policy
- WSO Operational Standards
- TEGL WIOA No. 16-16
- WIOA sec. 116
- WIOA sec. 121 (b)(1)(B),(e), and (g)
- WIOA sec. 188 and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)

**POLICY**

Clackamas Workforce Partnership must certify all Comprehensive and Affiliate One-Stop Centers by June 30, 2017, and at least once every three years afterwards. Partner sites and specialized centers are not subject to certification.

This certification process is to assess the effectiveness (as yet to be defined by the State of Oregon), physical and programmatic accessibility, and continuous improvement (as yet to be defined by the State of Oregon) of the Clackamas One Stop Comprehensive and Affiliate Centers.

The certification process must include an on-site in-person evaluation of each Center. This on-site evaluation will include completing an ADA checklist assessing for physical accessibility; a WSO Standards checklist assessing adherence to WSO standards; and a customized, local rating and review tool assessing effectiveness and continuous improvement.

Clackamas Workforce Partnership must submit documentation of the certification review and the outcome for all local Comprehensive and Affiliate Centers to the Higher Education Coordinating Commission in accordance with the State of Oregon One-Stop Center Certification policy.

Approved:

Clackamas Workforce Partnership Board Chair

5.17.18

Date

