

DATE: January 1, 2017
TO: ALL INTERESTED PARTIES
FROM: LOCAL WORKFORCE INVESTMENT BOARDS (WIBs)
in the METROPOLITAN ATLANTA AREA
SUBJECT: APPLICATION FOR TRAINING PROVIDER AGREEMENT

The Local Workforce Development Boards (LWDBs) in metro Atlanta are accepting applications for Training Provider Agreements, under the Workforce Innovation and Opportunity Act (WIOA) for **occupational skills training** to eligible adults, dislocated workers, and older youth.

Training providers should first consult the Local Workforce Development Area (LWDA) service boundaries to determine in which county their primary training site (or office headquarters) is located. This will determine to whom a training provider application is submitted.

The **Atlanta Regional Commission** accepts training provider applications in the following counties: Cobb, Cherokee, Clayton, DeKalb, Douglas, Fayette, Fulton (inside and outside of the City of Atlanta), Gwinnett, Henry and Rockdale.

Training providers submitting an application to the Atlanta Regional Commission should carefully review the enclosed packet which includes:

- Workforce Innovation and Opportunity Act Glossary and General Information
- Instructions for Completing the Atlanta Regional Commission ETP Application
- Initial Eligibility for New Providers
- Provider/Program Responsiveness Checklist
- Eligible Training Provider Application
- Individual Training Account Policy and Forms.

This solicitation seeks applications for funding in a variety of skills training areas. A list of occupational training options in the metropolitan region is attached (**Attachment D**). As the list includes a variety of occupations from lower skill to higher skill levels, each customer will be provided with wage rates of specific occupations. Training in areas not listed may be considered if the institution can demonstrate an employer need for trainees (e.g. employer references).

The Regional ITA Committee will review all responsive provider applications for consideration. During the application review, ARC staff may conduct employer reference checks, program graduate reference checks, and a training observation to ensure that customers receive quality services. Regional ITA Committee recommended providers will be forwarded to the Georgia Department of Economic Development, Workforce Division (WFD) for review, acceptance and inclusion on the State Approved Eligible Training Provider Listing (ETPL). If the application is accepted by the WFD, a completed provider agreement may be processed and submitted to the provider for signature. Once included on the ETPL, training providers are required to complete an agreement with each LWDB in which they plan to provide training services. Each individual LWDB is responsible for local provider policies, processes and agreements.

INSTRUCTIONS FOR COMPLETING THE ATLANTA REGIONAL COMMISSION ETP APPLICATION

The Metropolitan Atlanta Individual Training Account (ITA) Committee evaluates new training programs on a quarterly basis. All providers that were not previously approved as an eligible training provider under WIOA (except Registered Apprenticeship programs) must submit required information to be considered for initial eligibility under WIOA. Providers receive initial eligibility for one fiscal year for a provider specific program.

Apprenticeship Programs registered under the National Apprenticeship Act (NAA) are exempt from initial eligibility procedures. Registered apprenticeship programs must be included and maintained on the list of eligible providers of training services as long as the corresponding program remains registered.

The tentative schedule for evaluations is **January 31, April 30, July 31, and October 31**. **The deadline for application submission is January 1, April 1, July 1, and October 1**. Applications received after the deadline will be held for the next quarterly evaluation date.

This application **does not** include On-the-Job Training, Customized Training, training for special target populations, stand-alone job readiness, life skills training, and youth services.

Training programs included in the application must exist at the time of application, be approved by the Nonpublic Postsecondary Education Commission (NPEC), and be currently available to the general public and not solely dedicated/availed to WIOA customers. Other important points to consider while completing the ETP application:

- To be considered for review, each program must have at least ten (10) students who have completed a program of study and obtained training related employment, with documentation available on their employment status. Newly formed programs should wait to apply until this has occurred. New programs without documented completion and employment records will not be reviewed.
- Respond to all questions. If the question does not apply indicate “not applicable”. When referring to a catalog or brochure, indicate, “See attached catalog”.
- The name of the training institution is the legal name of the entity.
- The contact person is the individual who may answer questions concerning the application.
- Program descriptions should be completed for each program or course of study. If a provider catalog contains the information requested, please attach.
- If the application is submitted via e-mail, it will be necessary to mail a provider certification as well as a catalog of courses of study, or reference website, if available online.

The application is available online at: www.atlantaregional.com/trainingproviderapplication.

COMPLETED APPLICATIONS SHOULD BE MAILED OR E-MAILED TO:

Atlanta Regional Commission
Workforce Solutions Division
40 Courtland Street, NE
Atlanta, Georgia 30303
Or email to: workforce@atlantaregional.com

Faxed applications will not be accepted

Questions may be sent to workforce@atlantaregional.com.

Workforce Innovation and Opportunity Act General Information

Workforce Innovation and Opportunity Act (WIOA): WIOA will help job seekers and workers access employment, education, training and support services to succeed in the labor market and match employers with the skilled workers they need to compete in the global economy. The purposes of WIOA include:

- Increasing access to and opportunities for the employment, education, training and support services that individual's need, particularly those with barriers to employment;
- Supporting the alignment of workforce investment, education and economic development systems, in support of a comprehensive, accessible, and high quality workforce system;
- Improving the quality and labor market relevance of workforce investment, education and economic development efforts;
- Promoting improvement in the structure and delivery of services;
- Increasing the prosperity of workers and employers;
- Providing workforce development activities that increase employment, retention and earning of participants and that increase post-secondary credential attainment and as a result, improve the quality of workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers and enhance productivity and competitiveness of the nation.

WIOA Services: A customer may access the array of services and program information available on the statewide ETPL and may choose from a variety of Eligible Training Providers. There is no guarantee that a customer will enroll in a specific course or program of study after referral. It is the responsibility of the customer and the career adviser to develop a career plan. A customer may be determined WIOA eligible during WIOA career services. If it appears that the customer is eligible and suitable for provider training, they will be approved for enrollment by LWDA staff. Once approved for enrollment, LWDA staff will provide written authorization to both the customer and the training organization through an Individual Training Account (ITA).

Career Services: Services that LWDA's are responsible for providing for adults and dislocated workers under WIOA. Career services may include initial assessment of skill levels, job search and placement assistance, provision of information on in-demand sectors and occupations, information on nontraditional employment, labor market information, provision of information about the performance and cost of education and training providers in the area, career counseling, information about filing unemployment compensation claims, information relating to the availability of supportive services such as child care and transportation, specialized assessments of individual skill levels and service needs, individual or group counseling and career planning, development of an individual employment plan, short-term job-readiness activities, literacy activities related to basic workforce readiness, etc.

Credentialing: WIOA performance standards include the attainment of recognized post-secondary credential received by participants. It is the Provider's responsibility to assure that credentialing goals are obtained for each student. All training programs must prepare WIOA participants through job training and preparation to sit for testing in order to attain an industry-recognized credential as specified by WIOA. Such nationally recognized industry, association, or organizations include:

- A state education body
- An institution of higher education eligible to participate in federal financial aid programs
- A registered apprenticeship
- A public regulatory agency
- A professional, industry or employer association

Eligible Training Provider: An organization, entity, or institution, such as a public or private college and university, community-based organization, or proprietary school whose application has been approved by the local workforce Board and submitted to the state for inclusion on the state ETPL to provide training services through the use of an ITA or training provided (WIOA exception) through a contract for services. Reference NPRM sec.680.410

Eligible Training Provider List (ETPL): A statewide compilation of providers that are approved to provide services through the One-Stop system described by WIOA. These lists contain consumer information, including cost and performance information for each provider, so that customers may make informed choices.

Initial Eligibility for New Providers:

All providers that were not previously approved as an eligible training provider under WIOA (except Registered Apprenticeship programs) must submit required information to be considered for initial eligibility under WIOA. Under WIOA, providers may receive initial eligibility for one fiscal year for a provider specific program.

Apprenticeship Programs registered under the National Apprenticeship Act (NAA) are exempt from initial eligibility procedures. Registered apprenticeship programs must be included and maintained on the list of eligible providers of training services as long as the corresponding program remains registered (see Section on Registered Apprenticeship Programs).

For providers seeking initial eligibility, verifiable program specific performance information must be provided. Applicants must provide the following:

1. A detailed description of each training program to be considered
2. Performance information for each training program will include (see Required Performance Information below)
 - a. Median earnings
 - b. Average wage at placement
 - c. Attainment of Post-Secondary Credential
 - d. Completion rate
 - e. Employment rate
 - f. Training Related Employment Rate
3. Describe provider partnerships with businesses
4. Describe the recognized post-secondary credential attained after training completion
5. Describe how the training program aligns with in-demand industries and occupations
6. A provider must also comply with the following to be considered for inclusion on the ETPL:
 - a. The provider must have been in business for at least 6 months prior to the initial program application and have a current business license or proof of active compliance with the Secretary of State Corporations Division.
 - b. Training must be available to the general public, have published catalog price structures, and each program must have completed and placed in training related employment at least 10 students per program.
 - c. Current of all federal and state taxes (must supply certification from accounting/tax firm of current tax standing regarding federal and state taxes, including Unemployment Insurance taxes).
 - d. In statutory compliance with the laws of the state related to the operation as a training of education institution. Proprietary colleges or schools operating in Georgia are required by the Nonpublic Post-Secondary Educational Institution Act of 1990 to have a certificate of authorization from the NPEC before beginning operation of advertising in the state.
 - e. Provide documentation of current accreditation/authorization.
 - f. In good standing with the Better Business Bureau with no outstanding complaints.
 - g. Not be found in fault in criminal, civil or administrative proceeding related to its performance as a training or educational institution. Must disclose any pending criminal, civil or administrative proceeding as either a defendant or a respondent.
 - h. Disclose any and all conflicts of interest with state or local LWDB staff or Board members, including but not limited to family ties (spouse, child, and/or parent), fiduciary roles, and employment or ownership interests in common.
 - i. Include a current federal tax identification number.

Students Past Performance Information (for most recent 12-month period)

Provider must meet at least (2) measures listed below

Measure	State of Georgia Minimum Standard	Definition
Median Earnings	\$11.50	The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
Average Wage at Placement	\$10.70	Average wage at placement of completers obtaining employment during the above period
Attainment of Post-Secondary Credential	60%	The percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program
Completion Rate	70%	Program completion rate for student completing all coursework and exams
Employment Rate	70%	Employment rate for all students completing the program coursework
Training-Related Employment Rate	70%	Percent of completers exiting the program who have obtained training- related employment

Each LWDB may set minimum standards applicable to their local areas.

Registered Apprenticeship: Under WIOA, Registered Apprenticeship programs that request to be ETPs are automatically included on the list and will remain as long as the program is registered or until the program sponsor notifies the State that it no longer wants to be included on the list. Registered Apprenticeship programs are not subject to the same application and performance information requirements or to initial eligibility procedures as other providers since they are subject to a detailed application and vetting procedure to become a Registered Apprenticeship program with the United States Department of Labor.

Removal from Eligible Training Provider Listing: Providers may be removed from the state ETPL under certain circumstances. Relevant considerations include:

- If inaccurate information regarding a program is intentionally supplied to the LWDB or WFD, a termination of eligibility will occur and will remain in effect for not less than two years;
- If a LWDB or WFD determines that an Eligible Training Provider has violated any requirements under WIOA, or other State or Federal laws, regulations or requirements, a termination of eligibility will occur and will remain in effect for a minimum of two years;
- If a LWDB or WFD makes a termination determination at any time during a training provider agreement to provide training services, there will be an opportunity for a hearing;
- A provider whose eligibility is terminated under the above conditions shall be liable for repayment of funds received during the period of noncompliance;
- If a provider does not respond to continuing eligibility requests, the programs undergoing continuing eligibility review will be removed from the ETPL. If the provider desires to have those programs reapproved, they may reapply

- through a LWDB after a six-month period;
- If a provider's program fails to meet or exceed minimum established local and state performance levels, the provider's eligibility to receive funds for that program may be suspended by a LWDB or WFD.

If it is deemed by a LWDB that training received by a WIOA customer did not adhere to program information as marketed by the training provider and/or the performance data was misrepresented by the provider, consequences levied upon the training provider may include: additional training to the aggrieved customer at no cost; and/or refund to the fiscal agent of amounts paid; and/or debarment from the ETPL.

Continued Eligibility: WIOA requires a re-determination of ITA program eligibility through a "continuing eligibility" process. For a program to remain eligible to receive ITA funds for new enrollments, the State shall compare program-level performance outcomes against established minimum standards, covering the preceding program year. The State reserves the right to request sufficient information to complete continuing eligibility on any provider.

Training providers previously eligible under WIA will be subject to the application procedures for continued eligibility. Newly eligible WIOA training providers that were determined to be initially eligible under WIOA will be subject to the application procedure for continued eligibility after their initial fiscal year of eligibility expires. Newly eligible WIOA training providers will be required to apply with continuing eligibility provisions by July 2016.

Individual Training Account (ITA): A training plan obligation and expenditure account established on behalf of a WIOA eligible participant to establish a plan for payment for a program of training services, which may include tuition, books and fees.

Provider Entry Criteria: Training providers will be held accountable to meet certain performance standards established by the State and LWDBs to qualify for the ETPL on performance criteria. Training providers have responsibility in assessing the current skills, education and experience of candidates and providing training and employment for customers. Provider entry requirements will be a critical factor in establishing and attaining successful performance. They should be established with a purpose of determining whether the customer's current skills, education, experience, etc. will enable them to complete the training program, obtain the knowledge and skills necessary to receive certification, as well as obtain training-related employment with wages that meet standards and promote self-sufficiency.

Providers should be aware that entry requirements for reading, math and language should match those appearing on the ETPL. The Program Description, submitted by the provider, contains all information regarding entry criteria. Testing for reading, math and language should be comparable to the Tests of Adult Basic Education (TABE). Letters of acceptance should include a statement that the student has met the entry requirements as stated on the ETPL. Persons not meeting the stated ETPL entry requirements are not to be allowed to attend training until the appropriate levels are achieved.

If customers are eligible for grants and scholarships such as the PELL Grant or HOPE Scholarship, applications must be made for these funds so that funds may be combined to provide for total cost of training expenses.

Program of Training Services: A program of training services is one or more courses or classes that, upon successful completion, leads to (a) a recognized post-secondary credential, secondary school diploma or its equivalent, (b) training-related employment, or (c) measurable skills gains toward such credential or employment.

PROVIDER/PROGRAM APPLICATION RESPONSIVENESS CHECKLIST

IF ORGANIZATION IS UNABLE TO MEET ANY REQUIREMENTS OF THE RESPONSIVENESS CRITERIA LISTED BELOW, THE PROGRAMS WILL NOT BE REVIEWED AND WILL BE CONSIDERED NON-RESPONSIVE.

NAME OF PROVIDER: _____

REQUIREMENTS

- | | Verified by
ARC Staff |
|---|----------------------------------|
| <input type="checkbox"/> Must be in statutory compliance with the laws of Georgia related to its operation as a training or educational institution. | <input type="checkbox"/> |
| <input type="checkbox"/> Must have been in business for at least six (6) months prior to initial application and must maintain legal active status to conduct business, evidenced by a current business license and/or proof of active compliance with the Secretary of State Corporations Division (attach to application). | <input type="checkbox"/> |
| <input type="checkbox"/> Must supply certification from accounting/tax firm of current tax standing regarding Federal and State taxes, including Unemployment Insurance (UI) taxes. | <input type="checkbox"/> |
| <input type="checkbox"/> Must be in good standing with the Better Business Bureau with no outstanding complaints. | <input type="checkbox"/> |
| <input type="checkbox"/> Must not be found in fault in criminal, civil, or administrative proceeding related to performance as a training or educational institution. Must disclose any pending criminal, civil or administrative proceeding as either a defendant or a respondent (sign Debarment Statement, Attachment A). | <input type="checkbox"/> |
| <input type="checkbox"/> Must disclose any and all conflicts of interest with state or local WIOA officers, Board Members, or Board Staff, including, but not limited to familial ties (spouse, child, parent), fiduciary roles, employment, or ownership interests in common. | <input type="checkbox"/> |
| <input type="checkbox"/> All applications must include the current federal tax identification number (the number used to file employee income taxes with the Internal Revenue Service). | <input type="checkbox"/> |
| <input type="checkbox"/> To be considered for review, each program must have at least ten (10) students who have completed the program and obtained training related employment, with documentation available on employment status. Newly formed programs should wait to apply until this has occurred. New programs without documented completion and employment records will not be reviewed. | <input type="checkbox"/> |

TRAINING PROGRAM CRITERIA:

- | | |
|---|--------------------------|
| <input type="checkbox"/> The training skills are specific and in demand in the labor market. | <input type="checkbox"/> |
| <input type="checkbox"/> A recognized post-secondary credential is attained after program completion. | <input type="checkbox"/> |
| <input type="checkbox"/> The program is existent, ongoing and continuous. | <input type="checkbox"/> |
| <input type="checkbox"/> The training program is open to the general public, have a published catalog price structure and is not solely dedicated/availed to WIOA customers. | <input type="checkbox"/> |
| <input type="checkbox"/> Job search and/or placement assistance is provided by the organization. | <input type="checkbox"/> |
| <input type="checkbox"/> The organization does not appear on current federal, state, or local debarment and suspension lists. | <input type="checkbox"/> |
| <input type="checkbox"/> The provider assures that the proposed training facility is handicapped accessible or there are reasonable accommodations made for provision of services to handicapped individuals. | <input type="checkbox"/> |

NPEC AND/OR OTHER ACCREDITATION/AUTHORIZATION

- | | |
|--|--------------------------|
| <input type="checkbox"/> All program requests must be currently approved by NPEC (Include copy of NPEC certification for each program) | <input type="checkbox"/> |
|--|--------------------------|

ATTACHMENTS TO APPLICATION

The following items have been included as an attachment to the application:

- Accreditation/Authorization Documents (Include authorizing agency description) *
- Catalog or Brochure
- Copies of credential(s) to be received by students
- Current Business License*
- Debarment Form
- NPEC Certification *
- Program Description(s)
- Published Course Price Listing (Copy of catalog or website page, if price included)
- Schedule of Classes
- Signed EEO and Conflict of Interest Assurances
- Standards of Conduct Assurance

*Please attach if applicable to your organization.

Individual Training Account (ITA) Provider/Program Application

ITA Provider Information

Training Provider Name	
Address	
City	
State	
Zip	
County	
Website (URL)	
Authorization/Accreditation	
Federal Tax ID # (99-9999999)	
Year Business Established	
Contact Name, Title	
Phone (999-999-9999)	
Fax (999-999-9999)	
Email	

Financial Aid

Pell Grant	Yes () No ()
Hope Scholarship	Yes () No ()
Other, Please Specify (Title IV, Sallie Mae, etc.)	Yes () No ()

Complete separate copies of the following 4 pages for **EACH PROPOSED PROGRAM.**

Program Information

Program Title	
Program Description (Describe or attach)	
Program Specific Authorization/Accreditation	
Credential Earned	
Describe in Detail Provider Partnerships with Businesses	
Describe How the Training Program Aligns with in Demand Industries and Occupations	

Credentials for Each Program Requested for Georgia Eligible Training Provider List

Training Provider Name: _____

Program Title	Credential Name	Price of Exam	Organization Granting Credential	Address & Contact Information of Organization

Attach a copy of the credential and a confirming statement that graduates of the program may sit for the Credential Examination

Published Program Cost (as advertised to the general public via website & catalog)

PROVIDER		
PROGRAM		
	Item	Cost
	TUITION	\$
Supplies <i>(List each supply and cost)</i>		
Supply Name		\$
Supply Name		\$
Supply Name		\$
Supply Name		\$
Supply Name		\$
Supply Name		\$
SUPPLIES TOTAL		\$
Books <i>(List each book and cost)</i>		
Name		\$
ISBN Number		
Name		\$
ISBN Number		
Name		\$
ISBN Number		
BOOKS TOTAL		\$
Test Fees <i>(List Name of Exam)</i>		
Exam Name		\$
Exam Name		\$
Exam Name		\$
TEST FEES TOTAL		\$
Other Costs <i>(List all other costs)</i>		
		\$
		\$
		\$
OTHER COST TOTAL		\$
TOTAL PROGRAM COST		\$

Number of Weeks	(Classroom) Total Curriculum Hours	Other (Specify Internship and Externship Hours Separately)		
Entry Criteria: Tests of Adult Basic Education (TABE) assesses basic reading, math and language skills and provides Grade equivalent scores.				
High School Diploma Required	Reading Level	Math Level	Language Level	Other Entry Requirements (Please List)
Yes () No ()				

Number of completed programs the Training Provider has conducted: _____	Number of Students	%/\$	State Minimum Requirement
Total Students past 12 months			
Median Earnings After Placement (median weekly earnings of program completers placed in unsubsidized employment during the second quarter after exit from the program)		\$	\$ 11.50
Average Wage at Placement (average wage at placement of completers obtaining employment during the past 12 months)		\$	\$ 10.70
Attainment of Post-Secondary Credential (number and percent of completers exiting the program who obtained a recognized post-secondary credential (diploma, certificate or license) during participation in or within 1 year after exit from the program)		/ %	60%
Completion Rate (number and percent of total students exiting during the last 12 months who met the program's completion requisites)		%	70%
Employment Rate (number and percent of completers exiting the program during the last 12 months who obtained employment)		%	70%
Training-Related Employment (number and percent of completers exiting the program during the last 12 months who have obtained training related employment)		%	70%

Must include performance data on at least 10 students per program (use single sheet per program):
(Employers listed will be contacted)

Graduate and Employer References

Graduate Name	Graduate Phone Number	Employed By	Employer Contact Name	Employer Phone Number

CERTIFICATION

I hereby certify that the information provided in this Application package is true and correct. I also understand that my organization may be subject to an on-site review of training and facilities, and may be asked to provide supporting documentation before the final execution of an agreement. I assure that proposed training facilities are disabled accessible or reasonable accommodations will be made for the provision of services to disabled individuals. I assure that costs as described are the same as those published for the general public.

Name (Printed) and Title

Signature

Date

EEO ASSURANCE

As a condition to the award of financial assistance from the Georgia Department of Economic Development, Workforce Division under WIOA, the applicant assures that it will comply with the nondiscrimination and equal opportunity provisions of the following laws:

The U.S. Department of Labor (Department) is issuing nondiscrimination and equal opportunity regulations to implement Section 188 of the Workforce Innovation and Opportunity Act (WIOA). Under Section 188(e) of WIOA, Congress required the Department to issue regulations implementing Section 188 no later than one year after enactment of WIOA. The Department's publication of this final rule complies with the statutory mandate. This final rule creates a new part in the CFR, which mirrors the regulations published in the CFR in 1999 to implement Section 188 of WIA. The Department has made no substantive changes in this final rule; the changes are technical in nature. This final rule adopts the Department's regulatory scheme for Section 188 of WIA verbatim, with technical revisions to conform to WIOA. Specifically, the Department has: Replaced references to the "Workforce Investment Act of 1998" or "WIA" with "Workforce Innovation and Opportunity Act" or "WIOA" to reflect the proper statutory authority; and updated section numbers in the text of the regulation to reflect its new location.

Section 188 of WIA prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of age, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Name (Printed) and Title

Signature

Date

CONFLICT OF INTEREST ASSURANCE:

Pursuant to the Georgia Dept. of Economic Development, Workforce Division Conflict of Interest Policy in conformity with O.C.G.A 34-14-2(2012), the provider confirms that they have no conflicts of interest with state, or local Workforce Innovation and Opportunity Act (WIOA) officers, board members or board staff, including but not limited to familial ties (spouse, child, parent), fiduciary roles, employment or ownership interests in common.

Name (Printed) and Title

Signature

Date

STANDARDS OF CONDUCT ASSURANCE:

The Training Provider agrees that in administering Workforce Innovation and Opportunity Act funded training services, it will comply with standards of conduct that maintain the integrity of the program in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias, or special interest.

Name (Printed) and Title

Signature

Date