

TO: Quality Assurance Committee

DATE: 1/31/03

FROM: WIB Staff



For Action



For Information



Meeting Notes

SUBJECT: WIB Examiner Training for the Worknet Certification Process

PROPOSED MOTION(S): To decide upon required training for the WIB Examiner Team

DISCUSSION: WIB examiners will be picked to begin the process of reviewing and scoring the Worknet Employment Resource Center (ERC) application. The examiners need to receive 12-16 hours of training. The training will include but will not be limited to Quality Practices and Principles, conducting an examination and onsite review and how to write a feedback report. The committee needs to set a time and date for the training.

WIB Staff has already contacted Ms. Diane Coad of the Employment and Training Network (ETN) to suggest consultants and to assist in paying for them. ETN will pay up to \$700 for two days of training which will defray some of the expense. Mary Ann Pranke and Colin Pierce are experts in the field. Ms. Pranke is a judge and Mr. Pierce is an examiner with the California Awards for Performance Excellence. Staff has contacted them and both are available.

ATTACHMENT(S): None.

