Please be reminded pursuant to Section 3 of Article X of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article IX Section 3 shall govern the voting requirements on such matter.

Executive Committee Meeting Agenda

August 13, 2026 – 10:00 a.m.

Join the meeting via Microsoft Teams

Committee Members

Mark Earl, Charles Gibbons, Joelle Neri, Paul Micklow, Lori Romano, Aaron DeBerry

Call to order .....Joelle Neri, Chair

Public Comments

No requests from the public were received during the allotted time published in the Public Notice.

Action Items

1. Minutes from May 22, 2026, Executive Committee Meeting (Joelle Neri).....Page 2
2. Approval of the 2026-2027 Annual Budget (Theresa Miner)..... Page 6
3. Transfer of WIOA DW Funds to WIOA AD Funds (Theresa Miner)..... Page 20
4. Renewal of Extended Training Providers (Jerome Salatino)..... Page 22
5. In-Kind MOU/IFA Agreement – Hernando County School Board (Jerome Salatino) Page 269
6. Approval of CareerSource Pasco Hernando Policies (Jerome Salatino)..... Page 290

Information Items

1. Financial Reports (Theresa Miner) .....Page 377
2. Board Training (Jerome Salatino)..... Page 384
3. Cost of Living Adjustment (Theresa Miner)..... Page 385
4. Local Plan Submission Deadline Extension Request (Jerome Salatino)..... Page 388

Chair Comments

CEO Comments

Adjournment

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ACTION ITEM 1
Approval of Minutes

In accordance with Article X, Section 1 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the May 22, 2026, Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of May 22, 2026, Executive Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

Executive Committee Meeting Minutes - DRAFT
May 22, 2026 – 2:00 p.m.

Committee Members
Present: Mark Earl, Charles Gibbons, Aaron Deberry, Joelle Neri, Paul Micklow

Absent:

Quorum Present: Yes

Others Present:
PHWB Staff – Nicole Beverley, Brenda Gause, Kenneth Russ, Jerome Salatino, Jessica Weightman, Ania Williams

Hogan Law Firm: Jarrod Prater

Proceedings:
Meeting called to order at 2:00 p.m. by Chair, Charles Gibbons

Public Comments

No public comments were received.

Action Item 1 – Minutes from January 15, 2026, Executive Committee Meeting

Charles Gibbons asked the Committee members to review the minutes from January 15, 2026, Executive Committee meeting for any corrections or comments. It was noted that the Committee members present needed to be altered to reflect the attendance of Joelle Neri. A motion was made to accept the minutes of the meeting with the condition the edit would be made.

MOTION was made by Mark Earl to approve the minutes.

MOTION was seconded by Joelle Neri. MOTION carried 5-0.

Action Item 2 – HCA West Florida Division IWT Funding Increase for Training

Committee members reviewed the request to authorize an allocation increase to the regional Employer Training funding limit for HCA West Florida Division's Cath Lab Tech training program in partnership with Ultimate Medical Academy. The funding will support ten incumbent workers at $8,000 per participant to obtain RCIS certification as Cardiovascular Technologists. This will address a critical healthcare workforce need within the Pasco-Hernando region.

MOTION was made by Mark Earl to approve the allocation of up to $80,000 for the IWT with HCA West Florida Division.

MOTION was seconded by Aaron Deberry. MOTION carried 5-0.

Action Item 3 – Approval of In-Kind MOU/IFA Agreements

Committee members reviewed the negotiated three-year WIOA MOU/IFA agreements between Pasco-Hernando Workforce Board and Gulf Coast Jewish Family and Community Services, Youth and Family Alternatives, and Step Up Suncoast. All three presented individual agreements are for the period of July 1, 2026, through June 30, 2029.

MOTION was made by Joelle Neri to approve the presented in-kind MOU/IFA agreements for the period of July 1, 2026, through June 30, 2029.

MOTION was seconded by Mark Earl. MOTION carried 5-0.

Action Item 4 – 90-Day Extension for Eligible Training Provider Renewals

Committee members reviewed the request to approve a ninety-day extension through September 30, 2026, for program year 2026-2027. The presented training providers included in request for the extension and to be brought back before the Executive Committee for final approval consideration for continued inclusion on the ETPL for PY 2026-2027.

It was also noted for the record that Withlacoochee Technical College is included in the ninety-day extension request through September 30, 2026, despite being inadvertently omitted from the listed action item materials.

MOTION was made by Aaron Deberry to approve the ninety-day extension through September 30, 2026, for the presented training providers, including Withlacoochee Technical College.

MOTION was seconded by Mark Earl. MOTION carried 5-0.

Information Item 1 – Financial Reports

Jerome Salatino reviewed the Financial Reports for the period 07/01/2025 through 4/30/2026.

Information Item 2 – OSO Contract Renewal

Jerome Salatino reviewed the year three of four contract renewals for the One Stop Operator. It was noted that the contract value for the renewal is $40,000.

Information Item 3 – AmSkills, Inc. Contract Renewal

Jerome Salatino reviewed the year two of three contract renewals for WIOA Youth training services.

Information Item 4 – Hope Services Contract Renewal

Jerome Salatino reviewed the year two of three contract renewals for WIOA Youth training services.

Discussion Item 1 – 2026-2027 Meeting Schedule

The Committee reviewed the draft meeting schedule for the upcoming program year.

Discussion Item 2 – Performance Chart 25-26 YTD with Comparative

The Committee reviewed CSPH's performance compared to other regions for the period of July 2025, March 2026. The data covered the negotiated performance goals in comparison and ROI impact.

With no further business to discuss, the meeting adjourned.

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ACTION ITEM 2
Approval of 2026-2027 Annual Budget

In accordance with the Grantee/Subgrantee Agreement issued by the Florida Department of Commerce, the Pasco-Hernando Workforce Board of Directors, in conjunction with the Local Elected Officials, must approve the organization's annual budget.

The proposed 2026-2027 budget is presented to the Executive Committee for approval. Upon approval, the budget will be presented to the Pasco-Hernando Workforce Development Consortium for final approval. Once all required approvals have been obtained, the finalized budget will be submitted to CareerSource Florida and the Florida Department of Commerce by October 1, in accordance with the state and federal requirements.

FOR CONSIDERATION

Approve the proposed 2026-2027 fiscal year budget for submission to the Pasco-Hernando Workforce Development Consortium for final approval.

CareerSource
PASCO | HERNANDO

ANNUAL BUDGET

2026 - 2027

CareerSource Pasco Hernando

• Dade City • Brooksville • New Port Richey

VISIT: ***www.careersourcepascohernando.com***

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All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

CareerSource Pasco -Hernando

Budget for Program Year 2026 – 2027

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Budget Narrative

The Board Leadership team have prepared the budget for CareerSource Pasco-Hernando. This narrative will be divided into sections describing our various programs, as follows:

Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income people in danger of entering welfare dependency. The goal of this program is to assist these people in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015, supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Three funding sources fall under WIOA – Adult, Dislocated Worker, and Youth. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internship, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs and their related staff costs.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out-of-school youth 16-24 years of age. FL Commerce received a waiver from USDOL for a 50% minimum for out of school youth. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Pasco-Hernando has a full-service One stop center in Brooksville, Dade City and New Port Richey. Other locations staffed to serve are in Marchman Tech school. This location will provide a broad range of services to the citizens and businesses in Pasco and Hernando Counties.

Rapid Response

Funding to provide support for staff engaged in rapid response activities which emphasize layoff aversion activities with local employers.

Navigator

Provides funds for a dedicated staff engaged in leading and supporting regional efforts to develop, expand, and support registered apprenticeship and pre-apprenticeship programs, as well as work with individuals referred by DCF or internally to help those clients develop the skills to obtain employment and move into self-sufficiency. As of the date this is being published, we have not received received the actual NFA, but have been told we will.

Reemployment Services and Eligibility Assessment (RESEA)

A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in- person re-employment eligibility assessments) in helping claimants find employment, thereby resulting in shorter claims durations and fewer erroneous payments.

FL Commerce – Joint Managed Programs

Programs under FL Commerce – Joint Managed Programs are for services delivered by FL Commerce state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for FL Commerce Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.

2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

Non-Custodial Parent Employment Program (NCPEP)

This grant will provide funding to assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. CSPH contracts with Gulf Coast Jewish Community Jewish Family and Community Services provide career services, job placement, training and support with a goal to obtain and retain self-sufficient employment.

Supplemental Nutrition Assistance Program – Employment and Training (SNAP)

SNAP recipients without dependents receive assistance from CareerSource Pasco-Hernando with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016, the State of Florida returned to mandatory participation for SNAP recipients. CSPH anticipates receiving additional funds for this program year to continue serving these clients in the same capacity as in the past.

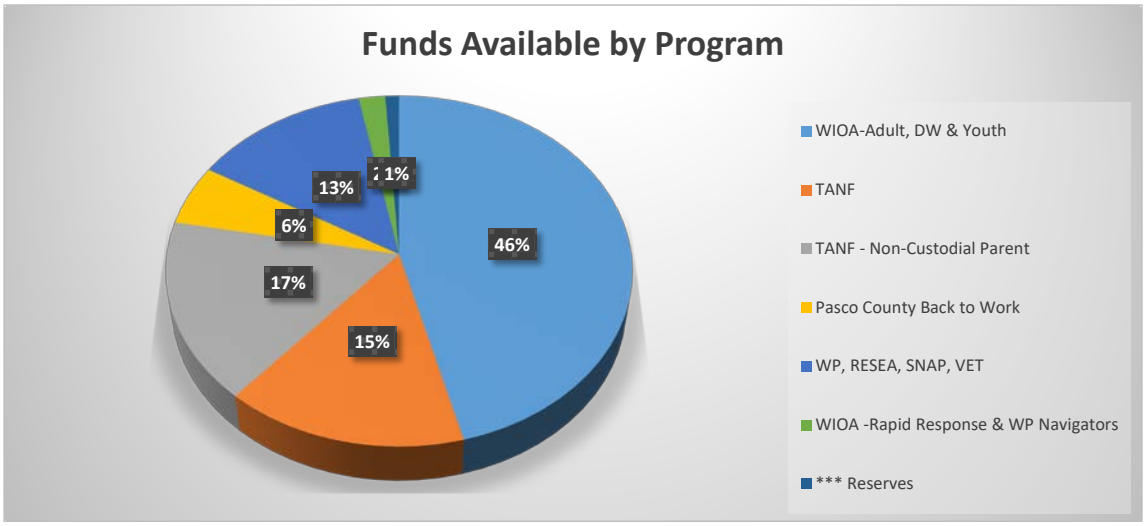
Pasco County Back to Work

Pasco County Grant, back to work that allows us to work with Pasco County customers who would not otherwise be eligible to receive benefits. This program is geared towards the homeless, veterans, youth, substance abuse and barriers to employment, as well as and employment needs geared towards employers in Pasco County.

CareerSource Pasco Hernando
Funds Available by Program
Program Year 2026-2027

Program	Funds Available by Program	% of Total
WIOA-Adult, DW & Youth	5,815,913	45.93%
TANF	1,950,982	15.41%
TANF - Non-Custodial Parent	2,108,937	16.65%
Pasco County Back to Work	700,000	5.53%
WP, RESEA, SNAP, VET	1,699,726	13.42%
WIOA -Rapid Response & WP	255,000	2.01%
*** Reserves	132,000	1.04%
TOTAL	12,662,559	100.00%

WIOA Allocation Breakdown	Funds Available	% of Total
Adult/DW	3,882,723	66.76%
Youth	1,933,190	33.24%
TOTAL	5,815,913	100.00%



CareerSource Pasco Hernando
Summary of Funds Available - All Programs
Program Year 2026-2027
July 1 - June 30
Budgeted Expenditures

Funding Streams	Funding Available PY 26-27	Carryover funds for next PY 27-28	Funding Budgeted for PY 26-27
Temporary Assistance for Needy Families (TANF)	**1,658,488**	**57,251**	1,601,237
Temporary Assistance for Needy Families (TANF) Carry fwd	**292,494**		292,494
Temporary Assistance for Needy Families (TANF) Non Custodial Parent Program	**1,416,000**		1,416,000
TOTAL TANF	3,366,982	57,251	**3,309,731**
WIOA Adult & Dislocated Worker + Sector Strategies	**2,436,948**	**556,056**	1,880,892
WIOA Adult & Dislocated Worker Carry Fwd	**1,445,775**		1,445,775
TOTAL WIOA AD & DW	3,882,723	**556,056**	**3,326,667**
WIOA - Youth	**1,069,522**	**708,674**	360,848
WIOA - Youth Carry Fwd	**863,668**		863,668
TOTAL WIOA YOUTH	1,933,190	**708,674**	**1,224,516**
WIOA Rapid Response -	105,000	-	**105,000**
WP Hope Navigator & Apprenticeship Navigator	150,000	-	150,000
Wagner Peyser Carry Fwd	**179,875**		179,875
Wagner Peyser	**529,525**	**55,380**	474,145
TOTAL WAGNER PEYSER	709,399	**55,380**	**654,019**
Veteran Programs (DVOP & LVER)	**326,878**	**36,426**	**290,452**
Re-employment Services Eligibility Assessment (RESEA)	**545,764**	**140,097**	**405,667**
Supplemental Nutrition Assist Prog E&T (SNAP)	**117,685**	**11,838**	**105,847**
State Funding - Non-Custodial Parent Program	**692,937**	**1,981**	**690,956**
From Reserves	**132,000**		**132,000**
Pasco County Back to Work Program	**700,000**	**14,415**	**685,585**
TOTAL Budgeted Expenditures:	12,662,559	1,582,118	11,080,441

CareerSource Pasco Hernando
Budget Comparison & Information
Program Year 2026-2027 to 2025-2026

		Note Reference	PY 26-27 Budget	PY 25-26 Budget	Expenditures PY 25-26
Funding Available Less Reserves					
Personnel Costs					
Salaries & Fringe Beneifts	**	1	5,600,593	5,134,799	4,492,190
Staff Training & Education		2	6,500	8,500	5,927
Total Personnel Costs			**5,607,093**	**5,143,299**	**4,498,117**
Facility Costs		3	333,624	351,320	**335,466**
Office Furniture & Equipment		4	37,500	52,512	**34,140**
Operating Costs - Career Centers & Admin					
Accounting/Audit		5	125,434	111,932	122,302
Communications		6	74,036	73,166	72,972
Contracted Services		7	200,077	246,550	245,240
General Insurance		8	51,850	66,000	43,909
Legal		9	30,000	30,000	17,440
MOS		10	10,000	10,000	4,035
Office Costs & Expenditures		11	31,880	75,130	36,847
Software & Licenses		12	179,900	138,950	87,767
Travel & Meetings		13	40,760	54,960	12,195
TOTAL Operating Costs			**743,937**	**806,688**	**642,707**
Program Services					
Special Scholarships and Training Opps	***	14	-	100,000	**12,625**
ITA's		14	1,180,000	875,000	**744,847**
IWT's		14	250,000	250,000	**57,750**
OJT/Sponsorships/Internships		14	130,000	180,000	**81,931**
Work Experience		14	250,000	95,405	99,375
Support		14	190,000	180,000	220,327
One Stop Operator		15	40,000	45,000	37,268
Outreach services		16	35,150	70,000	44,995
Subrecipients/Contracted Part Rel Vendors		17	2,283,137	2,216,635	**1,480,586**
Total Program Services			**4,358,287**	**4,012,040**	**2,779,704**
TOTALS:			**11,080,441**	**10,365,860**	**8,290,134**

*** This line item is the funding approved to pay for special scholarship programs

Notes to Comparative Budget Statement

Explaining Budget Line Items and Variances between Budget Years

For Program Years 2026-2027 & PY 2025-2026

Note 1 Salaries – Includes positions for Career Services and Board Administration with a 5% salary increase, and a 2% incentive.

Budgeted Staff: 58 Full time employees; 3 part time employees

State Merit Staff: 10

State merit positions are not included in CSPH budgeted salary/fringe benefit line item. They are paid by the State of Florida as employees of Florida Commerce. We provide supervision and oversight in our career centers for these employees.

Customers anticipated to serve:

Job seekers 10,000 from a pool of 76,000
Employers 2,300 from a pool of 22,000

Fringe Benefits - Includes mandatory taxes: social security, Medicare, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSPH for a base health plan. Buy-up options will be available with employee contributions. Life, and long-term disability benefits for employees are paid by CSPH. The average fringe benefit rate for PY 26-27 is about 26.32% although we haven't received our renewal for Group benefits yet.

Note 2 Staff Training & Education – Training for staff to include on-site training, opportunities offered by Florida Commerce, and outside sources to be determined.

Note 3 Facility costs are derived from rent, utilities, as well as building maintenance.

Note 4 Equipment & Furniture - This line item is budgeted for replacement of computer equipment.

Note 5 Accounting/Audit – This line item includes costs for our independent CPA audit and IRS 990 return, as well as financial and programmatic contracted monitoring of subrecipients. This line item also includes bank fees and payroll fees.

Note 6	Communications – This line item includes IT services, Cells phones and desk phones for our centers and staff.
Note 7	Contracted Services – This line item includes includes our IT contract, as well as background checks for subrecipients.
Note 8	General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.
Note 9	Legal – Includes costs for one stop operator and legal services.
Note 10	MOS – This line item is the repairs and maintenance of our Mobile One Stop
Note 11	Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies, equipment leases and postage.
Note 12	Software & Licenses – This includes software and licenses for maintenance of our IT system, as well as the accounting software licenses and customer software.
Note 13	Travel & Meetings – Mileage reimbursement ($0.445 per mile), overnight travel (per diem breakfast $6, lunch $11, and dinner $19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal allowances.
Note 14	Program Services – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT), customized worker training (IWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocations (pg. 9) in the packet.

Adult & Dislocated Worker Funds are required to expend 50% on ITAs and related expenses. We have requested a waiver for 35% so we can work harder to help customers find and retain employment, instead of full concentration on training.

The Youth budget will meet the minimum 50% requirement for out-of-school youth activities. The training budget for youth also includes an amount for paid internships and on-the-job training to meet or exceed the 20% WIOA youth work experience requirement.

Client Support – Support services are on an individual basis and need. Possible costs may include auto repair, childcare, housing, insurance and transportation costs and if allowable, incentives.

Note 15 One Stop Operator – This cost is required by Department of Commerce

Note 16 Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSPH. This line item includes $22,000 in outreach services partnering with the Pasco County Economic Development Council.

Note 17 Subrecipients – This line item is the contracted amount we have with Gulf Coast Jewish Family Services for the Non-Custodial Parent program and other contractors for youth services.

Budget By Allocation

CareerSource Pasco Hernando
Budget by Allocation
Program Year 2026-2027
July 1 to June 30

	TOTAL	TOTAL WIOA AD & DW	TOTAL WIOA YOUTH	WIOA Rapid Response**	Supplemental Nutrition Assist Prog E&T (SNAP)	WP Hope Navigator & Apprenticeship Navigator	TOTAL TANF	Re-employment Services Eligibility Assessment (RESEA)	Veteran Programs (DVOP & LVER)	TOTAL WAGNER PEYSER	State Funding - Non-Custodial Parent Program	Pasco County Back to Work Program	From Reserves
Funding Available PY 26-27	12,662,559	3,882,723	1,933,190	105,000	117,685	150,000	3,366,982	545,764	326,878	709,399	692,937	700,000	132,000
Carryover funds heldback for PY 26-27	1,582,118	556,056	708,674	-	11,838	-	57,251	140,097	36,426	55,380	1,981	14,415	-
Funding Available Less Current year Reserves	11,080,441	3,326,667	1,224,516	105,000	105,847	150,000	3,309,731	405,667	290,452	654,019	690,956	685,585	132,000
From prior period Reserves	-												
TOTAL FUNDS AVAILABLE LESS RESERVES	**11,080,441**	**3,326,667**	**1,224,516**	**105,000**	**105,847**	**150,000**	**3,309,731**	**405,667**	**290,452**	**654,019**	**690,956**	**685,585**	**132,000**
Personnel Costs													
Salaries & Fringe Beneifts	5,600,593	1,581,087	665,273	84,555	87,578	88,920	1,605,059	328,963	241,046	351,551	38,819	527,744	
Staff Training & Education	**6,500**	1,850	791	148	132	80	1,619	555	358	258	-	708	-
Total Personnel Costs	**5,607,093**	**1,582,937**	**666,064**	**84,703**	**87,710**	**89,000**	**1,606,678**	**329,518**	**241,403**	**351,809**	**38,819**	**528,452**	
Facility Costs	**333,624**	47,484	20,296	3,798	3,394	2,059	41,556	14,251	9,179	173,429	-	18,178	
Office Furniture & Equipment	**37,500**	10,675	4,563	854	763	463	9,342	3,204	2,063	1,488	-	4,086	
Operating Costs - Career Centers & Admin													
	-												
TOTAL Operating Costs	**743,937**	183,289	78,344	14,662	13,101	7,946	160,406	55,009	35,431	125,581	-	70,167	-
Program Services													
Special Scholarships and Training Opps	-												
ITA's	**1,180,000**	1,180,000											
Work Experience	**250,000**		250,000										
IWT's	**250,000**	**250,000**											
OJT/Sponsorships/Internships	**130,000**	50,000										30,000	50,000
One Stop Operator	**40,000**	11,386	4,867	911	814	494	9,965	3,417	2,201	1,587	-	4,359	
Outreach services	**35,150**	897	383	72	64	39	785	269	173	125	-	343	32,000
Subrecipients/Contracted Part Rel Vendors	**2,283,137**		200,000			50,000	1,331,000				652,137		50,000
Support	**190,000**	10,000					150,000					30,000	
Total Program Services	4,358,287	**1,502,283**	**455,250**	**983**	**878**	**50,533**	**1,491,749**	**3,686**	**2,374**	**1,712**	**652,137**	**64,702**	**132,000**
TOTALS:	11,080,441	3,326,667	1,224,516	105,000	105,847	150,000	**3,309,731**	405,667	290,452	654,019	690,956	685,585	132,000

CareerSource Pasco Hernando
Administration Costs
Program Year 2026-2027
July 1 to June 30

	TOTAL	Program	Admin
Funding Available Less Reserves			
Personnel Costs			
Salaries & Fringe Beneifts	5,600,593	5,056,117	544,476
Staff Training & Education	6,500	2,000	4,500
Total Personnel Costs	**5,607,093**	**5,058,117**	**548,976**
Facility Costs	**333,624**	326,874	6,750
Office Furniture & Equipment	**37,500**	35,000	2,500
Operating Costs - Career Centers & Admin			
Accounting/Audit	125,434	94,434	31,000
Communications	74,036	70,431	3,605
Contracted Services	200,077	185,077	15,000
General Insurance	51,850	50,850	1,000
Legal	30,000	-	30,000
MOS	10,000	10,000	-
Office Costs & Expenditures	31,880	18,770	13,110
Software & Licenses	179,900	151,125	28,775
Travel & Meetings	40,760	31,260	9,500
TOTAL Operating Costs	**743,937**	**611,947**	**131,990**
Program Services			
ITA's	1,180,000	1,180,000	
IWT's	250,000	250,000	
OJT/Sponsorships/Internships	130,000	130,000	
Work Experience	250,000	250,000	
Support	190,000	190,000	
One Stop Operator	40,000	40,000	
Outreach services	35,150	35,150	
Subrecipients/Contracted Part Rel Vendors	2,283,137	2,283,137	
Total Program Services	**4,358,287**	**4,358,287**	
TOTALS:	11,080,441	10,390,225	690,216
	-		
Admin%			6.23%

CareerSource Florida
1590 Waldo Palmer Lane, Ste 1
Tallahassee, FL 32308

And

Florida Department of Commerce
107 E. Madison Street
Caldwell Building
Tallahassee, FL 32399

To the attention of Budget Review:

This budget, approved by the Executive committee for Workforce Region 16 on August 13, 2026, has been approved by the Consortium Agreement for Region 16 on _____.

Contact name and phone number for questions related to submitted budget:

Theresa H. Miner, CFO, 352-593-2235; tminer@careersourcepascohernando.com

_____

Jerome Salatino,
President and CEO

_____

Joelle Neri
Pasco-Hernando Workforce Board, Chair

_____

John Allocco
Pasco Hernando Workforce Development Consortium, Chair

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PO Box 6589, Spring Hill FL 34611
p: 352.593-2222 | f: 352.593-2200

ACTION ITEM 3

Transfer of WIOA Dislocated Workers Funding to WIOA Adult Funds

The Florida Department of Commerce Administrative Policy No. 118 requires Board approval for the transfer of funds between the WIOA Dislocated Worker and WIOA Adult funding streams.

The proposed transfer will utilize available 2025 Dislocated Worker funds, which expire on June 30, 2027, and 2026 Dislocated Worker funds, which expire on June 30, 2028, by transferring those funds to the WIOA Adult program. This transfer will allow the Pasco-Hernando Workforce Board to serve additional adults while maintaining sufficient funding to continue serving dislocated workers.

FOR CONSIDERATION

Approval of the transfer of WIOA Dislocated Worker funds to WIOA Adult funds to allow Pasco-Hernando Workforce Board to serve additional adults for the period ending June 30, 2027.

Department of Economic Opportunity (DEO)

Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
From ___07/01/2026____ through _06/30/2028

LWDB Number and Name (Requestor):	**LWDB 16 - Pasco Hernando Workforce Board, Inc.**
Name / Title of Requestor Representative:	**Theresa H. Miner, Brenda Gause/ CFO and COO Workforce**

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2026-2027	WIOA Dislocated Worker	1,018,698.00	0.00	0	407,479.20	40%
2027-2028	WIOA Dislocated Worker	765,177.00	0.00	0	306,070.80	40%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

We historically need more AD funding according to customer demand. With the anticipated growth to our region, we also anticipate needing additional funding to assist those who do not qualify for unemployment.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

CSPH conducts in-house recruitments, hosts job fairs with partner agencies, information on CSPH website, through our social media sites, sharing of information among partner agencies and our One Stop Partner meetings, partnering with Pasco Economic Development Council, Business Services outreach as well as having staff present to customers of local libraries, housing authority, working with DV shelters and mental counseling shelters, to name a few.

Labor market conditions contributing to the need for the transfer:

According to the latest release for LMI, Florida's seasonally adjusted unemployment rate was 4.6 percent in May 2026, unchanged from the April 2026 rate, and up 1.1 percentage point from a year ago. There were 531,000 jobless Floridians out of a labor force of 11,145,000. The U.S. seasonally adjusted unemployment rate was 4.3 percent in May. The unemployment rate for Pasco County is 5% which is a 1.2% increase from May 2025. Hernando County has an unemployment rate of 5.4% which is a 1.3% increase from May 2025. This information also factors into our low Unemployment rate and demonstrates that the DW population, at least for the time being, remains low and in less need of using DW funding.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

Our current enrolled AD caseload (231) and DW (110) is 68% Adults and 32% DW customers. The positive exits show 60% AD and 40% DW. These numbers clearly show that our AD population is in greater need at this point. If numbers continue remaining as is, we will run out of Adult funding and need to transfer from DW.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certifiy the above information is true and correct.

_____ _____

Signature of Board Chair | Print Name | Date

REVISED August 2021

ACTION ITEM 4
Renewal of Extended Training Providers
PY 2026-2027

Under the Workforce Innovation and Opportunity Act (WIOA), the Pasco-Hernando Workforce Board (d/b/a CareerSource Pasco Hernando) must approve training providers where WIOA funds are used.

At the May 22, 2026, meeting, the Executive Committee granted temporary 90-day extensions for several training providers to allow additional time for the completion and submission of required documentation. CareerSource Pasco Hernando has since received and reviewed all necessary documentation and verified that each training provider remains appropriately licensed, in good standing, and aligned with the Regional Targeted Occupations List.

As part of the renewal process, several training providers also submitted updated tuition and program rates that became effective July 1, 2026. Staff has reviewed the updated rates and recommends retroactive approval to align the Executive Committee's approval with the effective date of the renewed provider information.

FOR CONSIDERATION

Recommend approval of the following Training Providers for Program Year 2026-2027, including retroactive approval of any updated tuition and program rates effective July 1, 2026, through June 30, 2027:

- Access Computer Training
- ATA Career Education
- Center for Technology Training
- Champion Truck Driving School
- Coding Clarified Academy
- Computer Coach Training Center
- Evara Health Institute
- FleetForce Truck Driving Training
- Florida Truckers Institute, Inc.
- Galen College of Nursing (Sarasota Campus)
- Galen College of Nursing (Tampa Bay Campus)
- Hernando County School Board (Wilton Simpson Technical College)
- Jersey College
- Metropolitan Technical Career Institute
- My IT Future
- National Aviation Academy
- Rasmussen University
- Roadmaster Drivers Schools, Inc.
- Tampa Truck Driving School
- Ultimate Medical Academy
- Withlacoochee Technical College

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and **Access Computer Training, LLC** hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program

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completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research

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each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on __July 1, 2026_____ and remain in effect until _June 30, 2027_____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this

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Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

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c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

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G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

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I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

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Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Kristin Pelletier	Job Title:	President/CEO	
Institution Name: Access Computer Training, LLC			
Email: kristin@accesscomputertraining.com	Phone: #: (813) 326-2628		
Address: 1537 Dale Mabry Hwy., Suite 101	City: Lutz	State: FL	Zip:33548

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

ACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution: **Access Computer Training, LLC**

Signature:_____

Print Name: Kristin Pelletier

Title: President/CEO

Date: _05_/04/ 2026____

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	Training Provider					
	Instituion	Access Computer Training, LLC				
	Street Address	1537 Dale Mabry Hwy., Suite 101, Lutz, FL 33548				
	Contact Person	Kristin Pelletier				
	Contact Email	kristin@accesscomputertraining.com				
	Contact Phone Number	813-326-2628				
		1	2	3	4	5
1	Program Title	**A+ Certification Prep**	**Business Application (BAPP)**	**Certified Scrum Master**	**CompTIA Cloud+**	**CompTIA CySA+**
2	SOC+B12:J12	151232	151232 431011 434161 439199	113021 119199 131082 151299	151231 151299 151232	151212 151253 113021 151211 151231
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	YES	YES	YES	YES	YES
4	License #	5237	5237	5237	5237	5237
5	Tuition	$5,500.00	$5,000.00	$995.00	$3,500.00	$3,500.00
6	Expiration Date	8/31/2026	8/31/2026	8/31/2026	8/31/2026	8/31/2026
7	Book Cost (Learning Materials)	$400.00	$400.00	$400.00	$400.00	$400.00
8	Lab Fee	$0.00	$0.00	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost	Inclunded with Tuition	N/A	Inclunded with Tuition	Inclunded with Tuition	Inclunded with Tuition
12	Other Costs (Application))	$250.00	$250.00	$250.00	$250.00	$250.00
	Total Cost	**$6,150.00**	**$5,650.00**	**$1,645.00**	**$4,150.00**	**$4,150.00**
13	Is program eligible for Pell Grant	NO	NO	NO	NO	NO
14	Total number of persons enrolled in training program	8	12	0	2	3
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	5	7	0	0	2
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	8	17	0	0	0
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	3	9	0	0	2
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	18	29	0	0	3
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	11	19	0	0	2
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	3	9	0	0	2
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	21	29	0	0	3
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	13	22	0	0	2
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	3	8	0	0	2
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	12	22	0	0	2
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	5	20	0	0	1
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	2	5	0	0	1
		1	2	3	4	5
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6114	6114	6114	6114	6114
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the progdm. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	151232	151232 431011 434161 439199	113021 119199 131082 151299	151231 151299 151232	151212 151253 113021 151211 151231

	Training Provider					
	Instituion					
	Street Address					
	Contact Person					
	Contact Email					
	Contact Phone Number					
		6	7	8	9	10
1	Program Title	CompTIA Pentest+	Cyber Defense & Incident Response	IT Career Prep	Introduction to Bookkeeping	IT Network & Security Professional
2	SOC+B12:J12	151212 113021 151244	151212 113021 151244 151241 151231 151299	113021 151211 151231 151232 151244 151299 431011	433031 433011 433051 439199	151231 151244 151212
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	YES	YES	YES	YES	YES
4	License #	5237	5237	5237	5237	5237
5	Tuition	$3,500.00	$10,000.00	$16,500.00	$2,500.00	$11,500.00
6	Expiration Date	8/31/2026	8/31/2026	8/31/2026	8/31/2026	8/31/2026
7	Book Cost (Learning Materials)	$400.00	$400.00	$400.00	$400.00	$400.00
8	Lab Fee	$0.00	$0.00	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost	Inclunded with Tuition	Inclunded with Tuition	Inclunded with Tuition	N/A	Inclunded with Tuition
12	Other Costs (Application))	$250.00	$250.00	$250.00	$250.00	$250.00
	Total Cost	**$4,150.00**	**$10,650.00**	**$17,150.00**	**$3,150.00**	**$12,150.00**
13	Is program eligible for Pell Grant	NO	NO	NO	NO	NO
14	Total number of persons enrolled in training program	2	1	9	0	4
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	0	0	5	4	6
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	0	0	4	4	0
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	0	2	0
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	2	1	5	8	6
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	0	0	4	7	6
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	0	1	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	2	1	5	8	6
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	2	0	4	7	6
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	0	1	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	1	0	4	6	4
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	0	0	3	6	4
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	1	0
		6	7	8	9	10
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6114	6114	6114	6114	6114
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	151212 113021 151244	151212 113021 151244 151241 151231 151299	113021 151211 151231 151232 151244 151299	433031 433011 433051 439199	151231 151244 151212

	Training Provider					
	Instituion					
	Street Address					
	Contact Person					
	Contact Email					
	Contact Phone Number					
		11	12	13	14	15
1	Program Title	**ITIL 4.0 Certification Prep**	**Microsoft Azure AZ900/AZ104**	**Microsoft Cloud Applications (CLOUD)**	**Microsoft Excel (EXCELALL)**	**Network+ Certification Prep**
2	SOC+B12:J12	151211 151299 113021 151231 151212	113021 151211 439199	151232 151299 431011 434161 439199	113012 431011 434161 439199	151231 151241 151244 151232 151212 151299
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	YES	YES	YES	YES	YES
4	License #	5237	5237	5237	5237	5237
5	Tuition	$1,895.00	$3,300.00	$2,500.00	$1,500.00	$3,000.00
6	Expiration Date	8/31/2026	8/31/2026	8/31/2026	8/31/2026	8/31/2026
7	Book Cost (Learning Materials)	$400.00	$400.00	$400.00	$400.00	$400.00
8	Lab Fee	$0.00	$0.00	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost	Inclunded with Tuition	Inclunded with Tuition			Inclunded with Tuition
12	Other Costs (Application))	$250.00	$250.00	$250.00	$250.00	$250.00
	Total Cost	**$2,545.00**	**$3,950.00**	**$3,150.00**	**$2,150.00**	**$3,650.00**
13	Is program eligible for Pell Grant	NO	NO	NO	NO	NO
14	Total number of persons enrolled in training program	0	0	1	0	4
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	0	0	1	0	13
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	0	0	5	1	6
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	4	0	3
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	0	0	12	3	26
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	0	0	9	1	19
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	4	0	4
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	12	3	23
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	9	3	19
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	4	0	4
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	0	0	9	2	18
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	0	0	9	0	17
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	4	0	2
		11	12	13	0	15
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	3	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6114	6114	6114	6114	6114
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	151211 151299 113021 151231 151212	113021 151211 439199	151232 151299 431011 434161 439199	113012 431011 434161 439199	151231 151241 151244 151232 151212 151299

	Training Provider			
	Instituion			
	Street Address			
	Contact Person			
	Contact Email			
	Contact Phone Number			
		16	17	18
1	Program Title	**Office Administration**	**Project Management Professional (PMP) Prep**	**Security+ Certification Prep**
2	SOC+B12:J12	439199 431011 434161 433021 433051 151232	131082 439199 119199	151212 151241 151231 113021 151244 151299
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	YES	YES	YES
4	License #	5237	5237	5237
5	Tuition	$10,000.00	$3,000.00	$3,000.00
6	Expiration Date	8/31/2026	8/31/2026	8/31/2026
7	Book Cost (Learning Materials)	$400.00	$400.00	$400.00
8	Lab Fee	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost		Inclunded with Tuition	Inclunded with Tuition
12	Other Costs (Application))	$250.00	$250.00	$250.00
	Total Cost	**$10,650.00**	**$3,650.00**	**$3,650.00**
13	Is program eligible for Pell Grant	NO	NO	NO
14	Total number of persons enrolled in training program	13	4	3
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	1	0	11
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	0	0	6
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	4
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	2	0	22
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	1	0	16
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	4
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	2	0	22
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	1	0	16
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	4
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	2	0	15
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	1	0	13
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	2
		16	17	18
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6114	6114	6114
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.	**Eligibility & Skills Assessment:** Each prospective participant undergoes an intake interview and/or skills assessment to evaluate current knowledge, abilities, career goals, and readiness for the program. Enrollment decisions are based on individual need and potential for successful completion. **Educational Background:** A high school diploma or GED is recommended but not required for enrollment, in accordance with WIOA's commitment to removing barriers to training access. **Basic Digital Literacy:** Participants should have foundational computer skills, including use of a keyboard and mouse, basic file management, internet navigation, email communication, and familiarity with cloud-based tools and platforms. **Career Readiness Interest:** Participants must demonstrate motivation and commitment to completing the training program, as determined during the intake and referral process.
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	439199 431011 434161 433021 433051 151232	131082 439199 119199	151212 151241 151231 113021 151244 151299

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and **ATA Career Education** hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

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2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

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This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

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a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under

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this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans

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to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

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Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Kyle Weber	Job Title: Dir. of Compliance		
Institution Name: ATA Career Education			

Email: kweber@ata.edu	Phone: #: (352___)684__-3007__		
Address: 7351 Spring Hill Dr., Unit 11	City: Spring Hill	State: FL	Zip: 34606

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
ATA Career Education_____

Signature: _____

Print Name: Kyle Weber_____

Title: Director of Compliance_____

Date: __04__/_30___/__2026___

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Training Provider

Instituion	ATA Career Education
Street Address	7351 Spring Hill Dr., Unit 11
Contact Person	Kyle Weber
Contact Email	kweber@ata.edu
Contact Phone Number	352-684-3007

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8
1	Program Title	Dental Assisting	Healthcare Management & Leadership	Limited Medical Radiography with Medical Assisting	Medical Assisting - AOS	Medical Assisting - Diploma	Medical Coding	Pre-Licensure Practical Nursing	Professional Coding
2	SOC	31-9091	Nov-11	29-20034	31-9092	31-9092	29-2071	29-2061	29-2071
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	3957	3957	3957	3957	3957	3957	3957	3957
5	Tuition	15,370	22,050	24,750	22,750	14,250	30,150	30,420	22,110
6	Expiration Date								
7	Book Cost	$1,421.00	$5,495.00	$4,178.00	$4,184.00	$2,933.00	$4,178.00	$2,131.00	$3,353.00
8	Lab Fee								
9	Physical/ Medical Cost								
10	Uniforms								
11	Certification, Lisensure or Testing Cost								
12	Other Costs	$850.00	$1,450.00	$1,450.00	$1,450.00	$850.00	$1,450.00	$3,680.00	$1,050.00
	Total Cost	**$17,641.00**	**$28,995.00**	**$30,378.00**	**$28,384.00**	**$18,033.00**	**$35,778.00**	**$36,231.00**	**$26,513.00**
13	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
14	Total number of persons enrolled in training program	43	15	46	14	28	13	321	13
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	0	0	1	0	1	0	21	0
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	1	0	0	2	0	0	22	0
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	1	0	1	2	1	0	26	0
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	25	4	15	6	14	2	110	6
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	1	0	0	1	0	0	21	0
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	1	0	0	1	0	0	15	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	25	4	15	6	14	2	110	6
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	1	0	0	1	0	0	21	0
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	1	0	0	1	0	0	15	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	21	1	13	6	7	1	86	5
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	1	0	0	14	0
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	1	0	0	10	0

		1	2	3	4	5	6	7	8
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Bachelor of Science	Associate of Occupational Science	Associate of Occupational Science	Diploma	Associate of Occupational Science	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6212	6219	6211	6211	6211	6211	6231	6211
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High School Diploma or GED	Associate Degree in Allied Health; High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED	High School Diploma or GED
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)								

Individual Training Account Agreement

Between CareerSource [Tampa Bay]

and

[Center for Technology Training]

Eligible Training Provider Information

Eligible Training Provider Name: Center for Techhnology Training	FEIN: 59-3708997
Eligible Training Provider Type: Post-secondary School	
Contact Person/Title: Bruce E. Pla, Sr., Director	
Address: 1300 N Westshore Blvd. Suite 110 Tampa, FL 33607	Phone Number: 813-341-0900 Email Address: brucepla@cttschool.com

This Individual Training Account ("ITA") Agreement (the "Agreement") is made and entered into between CareerSource [Pasco Hernando] whose legal name is [Tampa Bay Workforce Alliance, Inc] (hereinafter referred to as "[CSPH]") and [Center for Technology Training], (hereinafter referred to as "Eligible Training Provider"), for the purpose of providing training pursuant to individual training accounts ("ITA") in accordance with the Workforce Innovation and Opportunity Act ("WIOA"). [CSPH] and Eligible Training Provider may hereinafter be referred to collectively as the "Parties" and each individually as a "Party." Consideration for this Agreement shall be the mutual covenants and promises contained herein. Both Parties agree to the terms and conditions set forth within this Agreement. The term of this Agreement commences on [7/1/2026] and terminates on [06/30/2027].

RECITALS

WHEREAS, [Center for Technology Training] has submitted an Eligible Training Provider application and has been approved for inclusion on the state and/or local ETPL;

WHEREAS, [CSPH] may request from time to time that the Eligible Training Provider provide certain approved training to eligible individuals referred by [CSPH] staff;

WHEREAS, the Eligible Training Provider agrees to provide certain approved training, subject to the terms and conditions set forth herein;

WHEREAS, this Agreement sets forth the mutual agreement of [CSPH] and the Eligible Training Provider as to the training program(s) to be provided to those eligible

individuals referred by [CSPH] staff and accepted by the Eligible Training Provider and the operating procedures governing payment for the training program(s);

NOW, THEREFORE, and in consideration of the mutual promises and covenants contained herein, the following General Provisions are HEREBY AGREED TO BY THE PARTIES:

Section 1. Background

20 C.F.R. Part 680 governs the provision of WIOA Title I funded training through Individual Training Accounts ("ITAs"). An ITA is a payment agreement established on behalf of a participant with an Eligible Training Provider. Participants purchase training services from Eligible Training Providers. An Eligible Training Provider must be included on the State and/or local ETPL and is the only type of entity that receives funding for training services through an ITA. This Agreement sets forth the terms and conditions under which [CSPH] will fund training by Eligible Training Providers through ITAs.

Section 2. Application Requirements and Training

A. Eligible Training Provider Application

1. Providers of training services programs must apply for inclusion on the ETPL pursuant to WIOA "Initial Eligibility" requirements as well as the criteria of [CSPH] to which the provider is applying.
2. Providers must complete and submit an Eligible Training Provider Application, which includes the training-related costs (tuition, books, fees, etc.).
3. Training is to be delivered only in accordance with the curricula submitted in the Eligible Training Provider Application.
4. Eligible Training Provider agrees to adhere to the cost of the training program that was agreed upon by the [CSPH] and the Training Provider, as documented in the Eligible Training Provider application.
5. Any changes to the approved training-related costs (tuition, books, fees, etc.) must be made within [15] business days or prior to the enrollment of any individual referred by the [CSPH], whichever is sooner.

B. Program Description

1. The Program Description includes the content and objectives of the training program. The Eligible Training Provider shall provide the courses as specified in the approved Program Description.
2. The Eligible Training Provider shall notify [CSPH] of any changes in the approved Program Description prior to the enrollment of any individual referred by [CSPH] staff.

ITAs are the primary method to be used for procuring training services under WIOA. In certain circumstances, a training contract may be used to provide training services, instead of an ITA. When training services are provided to participants under a contract, an ITA will not be required to be submitted.

Section 3. Participant Eligibility

Participants referred by [CSPH] to Eligible Training Provider shall be enrolled only in the approved training program(s) for the designated period of time specified on the ITA and in the training plan. Eligible Training Provider shall not allow [CSPH] participants to switch training programs or to extend their training at the expense of [CSPH] without prior written approval of [CSPH]. Neither Eligible Training Provider nor the participant is authorized to enroll the participant into additional training courses or programs without prior written consent of [CSPH].

Individuals referred to [CSPH] by the Eligible Training Provider must qualify for assistance under WIOA guidelines, and when co-enrolled with other programs, must qualify for assistance as required by those programs. LWDBs will determine participant eligibility.

[CSPH] participants shall be eligible for program enrollment and participation in accordance with the same standards as the general population of the Eligible Training Provider.

If a participant is unable to continue the training agreed upon in the ITA, the Eligible Training Provider shall refer the participant back to [CSPH].

Section 4. Fiscal Requirements and Payment Procedures

A. Financial Aid/Funding Coordination

1. The Eligible Training Provider shall ensure that program participants apply for financial aid, especially the Pell Grant, as applicable; coordinate financial assistance with [CSPH]; and help ensure that funds provided by [CSPH] are in addition to funds otherwise available in the area. It is the Eligible Training Provider's responsibility to prevent misapplication of funds when other funds would have been used for the same purpose.
2. The Eligible Training Provider will coordinate other funding sources for WIOA participants with [CSPH]. It is the responsibility of the Eligible Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. Coordination of funding for training may include using Pell Grants for education-related expenses such as those associated with housing, food, other living expenses, books & supplies.

B. Referrals and Refunds

1. The Eligible Training Provider understands that this Agreement does not guarantee any referrals or refunds whatsoever for the approved training programs offered by the Eligible Training Provider and covered by this Agreement. All decisions regarding the issuance of training payments will be made on a case-by-case basis by [CSPH], and/or its designees, taking into consideration the information available, including, but not limited to, the assessed needs of the participant, geographical location of the training and

the residence of the participant, including any additional costs of the training to the participant. Participants requesting specific training from a pre-selected school will be given a list of approved training providers that provide the same type of training to allow the participant to research each school before making a final decision. The decision to issue an ITA to a participant for the Eligible Training Provider is at the sole discretion of [CSPH] and/or its designees.

2. The Eligible Training Provider shall, in conformity with the general refund policies of Eligible Training Provider, refund to [CSPH] such training-related costs (tuition, fees, books, etc.), which are paid by [CSPH] for participants who enroll in and begin training but drop out of courses. Under no circumstances shall Eligible Training Provider issue refund payment(s) directly to a participant.

C. Payment Procedures

1. Tuition and/or other authorized payments will be considered only for those participants referred to the Eligible Training Provider by [CSPH] as evidenced by a valid [CSPH] ITA. Tuition or other payments will be made to Eligible Training Provider only for those participants enrolled in and receiving training.

2. ITAs may be used to align participants, the Eligible Training Provider, and [CSPH] on the training sought and associated costs for the participant. The Eligible Training Provider shall forward to [CSPH] an original, signed ITA (if applicable) and written invoice for this payment at the time a participant begins training and becomes eligible for invoicing. This invoice is payable to the Eligible Training Provider upon receipt in accordance with payment procedures listed herein.

D. Billing/Invoicing

1. The Eligible Training Provider may not invoice [CSPH] for approved participants until the Eligible Training Provider's drop/add period for course enrollment has concluded.

2. The Eligible Training Provider shall regularly submit invoices to [CSPH] for amounts agreed upon by the Parties which include the information required by this Agreement. The Eligible Training Provider shall notify [CSPH] if payment is not received by the date agreed upon.

    a. Participants must be enrolled in and receiving approved training before the invoices are considered valid.

    b. Invoices must include the participant's name, [voucher number], and training program and be supported by any additional receipts or payment requests.

    c. The Eligible Training Provider shall charge [CSPH] for tuition, books, fees, etc., in accordance with the approved ITA issued to the participant.

d. The Eligible Training Provider shall directly bill the participant for any costs voluntarily incurred by the participant that are not covered by the ITA.

e. [CSPH] accepts no liability for unauthorized costs.

f. Each invoice must be accompanied by the approved ITA issued to the participant by [CSPH].

E. Training Dollar Maximums

The Parties acknowledge and agree that a training dollar maximum shall be established for each participant under this Agreement. The maximum amount of training dollars for each participant shall not exceed ($5,000) by [CSPH]. Additionally, [CSPH] reserves the right to determine and revise the training dollar maximums in accordance with applicable regulations and funding availability. Any changes to the training dollar maximums shall be communicated to the Eligible Training Provider in writing within seven business days of the change.

Section 5. Audits

A. Eligible Training Provider shall make available all documents, papers, letters, or other materials prepared or received by the Eligible Training Provider that are directly pertinent to charges to this program, including any relevant financial records, supporting documentation, statistical records, interviews and discussions, and all other pertinent records of the Eligible Training Provider involving transactions related to this Agreement, at any time during normal business hours and as often as [CSPH], the Florida Department of Commerce or its contracted agencies, the U.S. Department of Labor, Comptroller General of the U.S., or their designated representatives may deem necessary.

B. Eligible Training Provider will make available upon request of [CSPH], progress reports indicating both the progress and attendance of a participant.

C. Eligible Training Provider agrees to provide timely and reasonable access to its personnel for interviews and discussions related to documents and review.

D. If applicable, Eligible Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC §§ 7501-7507); revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"; the Florida Single Audit Act, Section 215.97, Florida Statutes; and any other specific requirements imposed by [CSPH].

Section 6. Performance

The Eligible Training Provider agrees to comply with the performance expectations set forth herein by [CSPH] when carrying out this Agreement.

A participant must maintain satisfactory progress for each academic term by passing at least 50% of their courses or maintaining a 2.0 average. If a participant takes a course that is graded on a Pass or Fail, Satisfactory or Unsatisfactory grading system, the participant must receive a passing or satisfactory grade.

Section 7. Agreement Termination

A. [CSPH] or Eligible Training Provider may terminate this Agreement for convenience when it is in the best interest of [CSPH] or the Eligible Training Provider. In the event of such termination, there shall be no interruption in services for participants already enrolled in training.

B. [CSPH] may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. Eligible Training Provider has thirty (30) days after the effective date to submit invoices for payment. Eligible Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

C. If Eligible Training Provider elects to remove themselves and their training programs from the approved Eligible Training Provider List, Eligible Training Provider is required to continue to deliver training until program completion for any participants financially supported by [CSPH] under the same provisions that are included in this Agreement.

D. The Eligible Training Provider shall notify the appropriate [CSPH] staff no later than ten business days following a participant's termination/drop from the training program.

E. Failure to respond to requests for previous or current participant information will result in termination of this Agreement.

F. Failure to Perform

1. If the Eligible Training Provider fails to perform, in whole or in part, as determined by the [CSPH], [CSPH] will notify the Eligible Training Provider in writing of such unsatisfactory performance. If the unsatisfactory performance continues, [CSPH] will notify the Eligible Training Provider in writing of all ongoing deficiencies. The Eligible Training Provider will have ten (10) business days from receipt of notice in which to respond with a plan agreeable to [CSPH] to correct said deficiencies.

2. Upon failure of the Eligible Training Provider to respond within the appointed time or failure of the Eligible Training Provider to respond with appropriate plans, [CSPH] will cease enrollments into the Eligible Training Provider's programs until the Eligible Training Provider responds with a appropriate plans to correct its deficiencies. Should the Eligible Training Provider be unable or unwilling to correct its performance, [CSPH] will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

G. Breach of Contract

The Eligible Training Provider shall give [CSPH] written notice of any perceived breach, and it shall give [CSPH] ten (10) business days from delivery by certified mail, (return receipt requested) of such notice to cure any perceived breach under the Agreement.

Section 8. Modifications

This Agreement constitutes the complete and exclusive agreement between the Parties relating to the subject matter hereof. It supersedes all prior proposals, understandings, and all other agreements, oral and written, between the Parties relating to this subject matter. No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of [CSPH] and an executive officer of Eligible Training Provider. The Parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations, or decreases in allocations make changes to this Agreement necessary.

Section 9. Applicable Law and Jurisdiction

This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida.

A. Confidentiality

Both Parties recognize they may have access to confidential student records. Both Parties will keep all records confidential to the extent required by applicable law, including, but not limited to, the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training, will not be shared or otherwise disseminated except as allowed or required by law.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (telephone number, e-mail address, and mailing address).

Section 10: Compliance with Applicable Laws and Regulations

No [CSPH] WIOA participants, regardless of program [CSPH] participants. [CSPH] WIOA participants shall be afforded all the rights, privileges, and benefits available to the general population of the Eligible Training Provider. The Eligible Training Provider agrees that each individual referred by [CSPH] staff for training will be evaluated for all financial aid eligibility normally available to other individuals.

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the Parties shall not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner regarding the participants, employees or applicants. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto.

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the Eligible Training Provider assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of WIOA, which prohibits discrimination against all individuals in the United States based on race, color, religion, sex, national origin, age, disability,

political affiliation, or belief, and against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity.

- 29 C.F.R. Part 38, which implements the nondiscrimination and equal opportunity provisions contained in section 188 of WIOA.
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age.
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- The American with Disabilities Act of 1990, as amended (42 U.S.C. 12101 et. Seq.).

To comply with the Stevens Amendment, the Eligible Training Provider agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, the Eligible Training Provider shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The Eligible Training Provider shall comply with subsection 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

The Eligible Training Provider agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

Section 11. Notices and Communications

The following individuals have been designated by the Parties to act as their liaisons for all issues related to this Agreement and to send and receive certified mail and other mail or written notices related to contractual obligations. Either Party may designate a different liaison by providing written notice of the name, title, address, email address, and phone number of the new representative to the other Party within [#] business days.

For Eligible Training Provider:
Name: Center for Technology Training
Title:
Address:
Email:
Phone:

For CSPH
Name:
Title:
Address:
Email:
Phone:

Section 12. Signatures

IN WITNESS WHEREOF, the Parties hereby agree to abide by all terms and conditions set forth in this ITA Agreement, and upon placing their signatures below, have hereby caused this Agreement to be executed.

Bruce E. Pla, Sr. Digitally signed by Bruce E. Pla, Sr. DN: cn=Bruce E. Pla, Sr., o=CTT, ou, email=brucepla@cttschool.com, c=US Date: 2025.07.02 12:38:49 -04'00'

Eligible Training Provider Representative Signature

Bruce E. Pla, Sr., Director

Print Eligible Training Provider Representative's Name and Title

5/14/2026

Date

[CSPH] Representative Signature

Print [CSPH] Representative's Name and Title

Date

ADDENDUM

This Addendum supplements the FloridaCommerce Individual Training Account ("ITA") Agreement ("Agreement") entered on 07/01/2025 between Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay and Center for Technology Training (Eligible Training Provider), collectively referred to as "Parties" to the Agreement. CareerSource Tampa Bay may not alter or amend the Agreement. Accordingly, supplemental agreement language is included in this Addendum.

1. Agreement Section 2. Application Requirements and Training.
   - Subsection A. Eligible Training Provider Application, page 2.
     - Add the following requirements:
       - Applications for new training providers and program additions for an approved training provider are only accepted during the first quarter of the program year, July through September.
       - The Board reserves the right to withhold approval of any program applications based on reported completion and outcome rates, ongoing performance outcomes and other local criteria.
       - Initial Enrollment Cap**:** Limit of 12 enrollments for a new program until performance is established, with the ability of the CEO to approve up to 30, with appropriate justification.
2. Agreement Section 4. Fiscal Requirements and Payment Procedures.
   - Subsection D. Billing/Invoicing, page 4-5.
     - Add the following:

       Individual Training Account Voucher Invoices should be sent to:

Contact Information for CareerSource Tampa Bay Invoicing
CareerSource Tampa Bay
Email: invoice@careersourcetb.com
File formats: pdf, doc, xls, ppt, txt, png, jpg, gif, File size: Less than 20MB
FOR INQUIRIES ONLY:
CareerSource Tampa Bay – Accounts Payable Department
4350 West Cypress Street, Suite 875, Tampa, FL 33607
Email Inquiries: invoice@careersourcetb.com

3. Agreement Section 5. Audits, page 5.
   - Add the following requirements:
     - Revenues:
       - No more than 49 percent of the training providers' revenue is received from CSTB during the contract term. The training provider's compliance will be evidenced by criteria established by CSTB.
4. Agreement Section 9. Applicable Law and Jurisdiction, page 7.
   - Contact information for the custodian of public records:

Name & Title	Anna Munro, VP of Fiscal and Administrative Compliance
Telephone No.	(813) 397 - 2064
E-Mail address	munroa@careersourcetb.com
Mailing address	4350 West Cypress Street, Suite 875 Tampa, FL 33607

5. Agreement Section 11. Notices and Communications, page 8, the number of business days to designate a different liaison is blank. Notice should be provided within 10 business days.

[Signature Page Follows]

Equal Opportunity Program/Employer. Auxiliary aids and services are available upon request to individuals with disabilities. All voice and telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Signatures

The Parties hereby agree to all the terms and conditions set forth in this Addendum, and upon placing their signature below, have caused this Addendum to be executed.

Bruce E. Pla, Sr. Digitally signed by Bruce E. Pla, Sr.
DN: cn=Bruce E. Pla, Sr., o=CTT, ou, email=brucepla@cttschool.com, c=US
Date: 2025.07.02 12:41:12 -04'00'

Employer Representative Signature

CareerSource Tampa Bay Signature

Keidrian Kunkel

Employer Representative – Print Name

CareerSource Tampa Bay – Print Name

President and CEO

Employer Representative Title

CareerSource Tampa Bay - Title

Date

Date

Equal Opportunity Program/Employer. Auxiliary aids and services are available upon request to individuals with disabilities. All voice and telephone numbers listed may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and Champion Truck Driving School hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

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This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

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a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under

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this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans

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to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Ashleigh Parsons	Job Title: Assistant Director		
Institution Name: Champion Truck Driving School			

Email: Ashleigh@getcdl.com	Phone: #: 727-900-5258		
Address: 1501 Lake Ave Se	City: Largo	State: FL	Zip: 33771

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
_____Champion Truck Driving School_____

Signature: Ashleigh Parsons

Print Name: Ashleigh Parsons

Title: Assistant Director

Date: 04/28/2026

Training Provider

Instituion	Champion Truck Driving School
Street Address	1501 Lake Ave Se, Largo FL 33771
Contact Person	Ashleigh Parsons
Contact Email	Ashleigh@getcdl.com
Contact Phone Number	727-900-5258

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3	4
1	Program Title	CDL A CERTIFICATION			
2	SOC	499092			
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes			
4	License #	9018			
5	Tuition	5200			
6	Expiration Date	Mar-27			
7	Book Cost	$0.00			
8	Lab Fee	$0.00			
9	Physical/ Medical Cost	$95.00			
10	Uniforms	$0.00			
11	Certification, Lisensure or Testing Cost	$87.50			
12	Other Costs	$0.00			
	Total Cost	**$5,382.50**			
13	Is program eligible for Pell Grant	No			
14	Total number of persons enrolled in training program	17			
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	45			
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	52			
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	11			
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	517			
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	97			
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	11			
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	503			
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	95			
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	11			
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	450			
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	94			
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	10			

		1	2	3	4
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma			
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	No			
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Transportation			
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	4841			
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Florida DL, Dot Physical and Drug test			
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	499092			

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/ a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and **Coding Clarified Academy** hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

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2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

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This renewal Agreement will become effective on July 1, 2026 and remain in effect until July 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

be no interruption in services for customers already enrolled in training.

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1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

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9. Payment Procedure

    a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

    b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

    c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

    d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

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pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

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into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present

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agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION

Contact Name: Janine Mothershed	Job Title: Founder/Instructor		
Institution Name: Coding Clarified Academy			
Email: janine@codingclarified.com	Phone: #:(833) 633-2633		
Address:101 North Monroe Street Suite 800	City: Tallahassee	State: Florida	Zip: 32301

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
Coding Clarified Academy

_____

Signature: JANINE MOTHERSHED

Print Name: Janine Mothershed

Title: Founder/Instructor

Date: 05/05/2026

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Training Provider

Instituion Coding Clarified Academy

Street Address 101 North Monroe Street Suite 800, Tallahassee, Florida 32301

Contact Person Janine Mothershed

Contact Email janine@codingclarified.com

Contact Phone Number 833-633-2633

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for. (If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8	9	10
1	Program Title	Professional Medical Coding Curriculum									
2	SOC	292072									
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes									
4	License #	13116									
5	Tuition	$4,149.00									
6	Expiration Date	4 to 6 months (extensions available if needed)									
7	Book Cost	$600.00									
8	Lab Fee	N/A (Not applicable)									
9	Physical/ Medical Cost	N/A (Not applicable)									
10	Uniforms	N/A (Not applicable)									
11	Certification, Lisensure or Testing Cost	$550.00									
12	Other Costs	$700.00									
	Total Cost	**$5,999.00**									
13	Is program eligible for Pell Grant	No									
14	Total number of persons enrolled in training program	44									
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	0; since some 2023/2024 were self pay students and financing students									
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	0; since some 2023/2024 were self pay students and financing students									
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0; I do not see any CareerSource Pasco Hernando participants listed in the enrollment data.									
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	11									
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	4									
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0									
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	11									
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	4									
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0									
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	10									
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	N/A — Students completed the training course and are currently preparing for the CPC certification examination prior to beginning the internship portion of the training program									
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0									

		1	2	3	4	5	6	7	8	9	10
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Certified Professional Coder (CPC) certification									
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes, the Certified Professional Coder (CPC) credential can be stacked with other certifications to further advance one's career.									
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes, the Coding Clarified program has been developed in collaboration with the healthcare industry, specifically through the American Academy of Professional Coders (AAPC).									
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	The NAICS code for Medical Records Specialists and Medical Coders falls under: NAICS Code: 6211 – Offices of Physicians NAICS Code: 6221 – General Medical and Surgical Hospitals									

E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Computer proficiency and attention to detail								
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Coding Clarified training program aligns with occupations on Florida's Targeted Occupations List (TOL). The SOC code for Medical Records Specialists is 292072.								

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and **Computer Coach Training Center**_____hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program

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completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research

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each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

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be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

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4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

   c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid

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within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

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G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

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Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

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have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name:Suzanne Ricci	Job Title :Executive Director		
Institution Name: Computer Coach Training Center			
Email: suzanne@computercoach.com	Phone: #: (813___) 299__-1812__		
Address: 5005 N Hesperides Street	City: Tampa, FL	State	Zip: 33614

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
Computer Coach Training Center

Signature:_____

Print Name: Suzanne Ricci -

Title: Executive Director

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Date: 4 / 30 / 2026

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Training Provider

Instituion	Computer Coach Training
Street Address	5005 N Hesperides Street, Tampa, FL 33614
Contact Person	Suzanne Ricci
Contact Email	suzanne@computercoach.com
Contact Phone Number	813-947-0552

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for. additional columns please do so)

		1	2	3	4	5	6	7
1	Program Title	Computer Support Specialist	IT Systems Administrator	Cloud Integration Specialist	IT Security Professional	Network Administrator	Cyber Security Specialist	Data Specialist
2	SOC	15-1232	113021	151244	15-1212	151244	15-1212	15-2051
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Y	Y	Y	Y	Y	Y	Y
4	License #	5831	5831	5831	5831	5831	5831	5831
5	Tuition	11100	11100	10500	11100	11100	14600	11100
6	Expiration Date	12/31/2026	12/31/2026	12/31/2026	12/31/2026	12/31/2026	12/31/2026	12/31/2026
7	Book Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8	Lab Fee	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12	Other Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Cost	**$11,100.00**	**$11,100.00**	**$10,500.00**	**$11,100.00**	**$11,100.00**	**$14,600.00**	**$11,100.00**
13	Is program eligible for Pell Grant	N	N	N	N	N	N	N
14	Total number of persons enrolled in training program	17	0	1	10	3	5	12
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	15	0	1	10	2	5	11
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	16	0	2	6	0	29	7
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	6	0	3	1	0	0	1
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	20	0	3	4	0	0	8
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	16	0	3	4	0	35	5
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	4	0	1	1	0	0	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	18	0	3	4	0	35	8
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	16	0	3	4	0	35	5
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	4	0	1	1	0	0	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	14	0	3	4	0	34	7
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	14	0	3	4	0	34	4
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	4	0	1	1	0	0	0
		1	2	3	4	5	6	7
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No	No	No	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	5415	5415	5415	5415	5415	5415	5415
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Computer User Support Specialists	Network and Computer Systems Administrators	Network and Computer Systems Administrators	Information Secuity Analyst	Network and Computer Systems Administrators	Information Security Analyst	Database Administrators

Training Provider

Instituion
Street Address
Contact Person
Contact Email
Contact Phone Number

(If you need to add

		8	9	10			
1	Program Title	Front End Web Development	Full Stack Web Development	Business Office Specialist	Project Management Specialist	Service Management	Digital Marketing Specialist
2	SOC	15-1255	15-1252	43-3031	13-1082	15-1299	13-1161
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Y	Y	Y	Y	Y	Y
4	License #	5831	5831	5831	5831	5831	5831
5	Tuition	11500	11600	5500	8600	10500	6500
6	Expiration Date	12/31/2026	12/31/2026	12/31/2026	12/31/2026	12/31/2026	12/31/2026
7	Book Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8	Lab Fee	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12	Other Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Cost	**$11,500.00**	**$11,600.00**	**$5,500.00**	**$8,600.00**	**$10,500.00**	**$6,500.00**
13	Is program eligible for Pell Grant	N	N	N	N	N	N
14	Total number of persons enrolled in training program	22	0	1	8	0	19
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	22	0	1	8	0	19
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	12	0	0	10	0	13
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	0	3	0	32
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	28	0	0	7	0	20
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	28	0	0	7	0	20
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	0	2	0	1
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	28	0	0	7	0	20
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	28	0	0	7	0	20
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	0	2	0	1
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	28	0	0	5	0	20
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	28	0	0	5	0	20
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	2	0	1
		8	9	10			
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No	No	No	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	5415	5415	5415	5415	5415	5415
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent	HS Diploma or equivalent
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Web Developers	Web Developers	Bookkeeping, Accounting, and Auditing Clerks	Management Analysts	Management Analysts	Marketing Managers

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Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando**, hereinafter referred to as **CareerSource Pasco Hernando** and Evara Health Institute hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

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2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

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This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

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a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under

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this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans

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to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

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Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Rebecca Sark	Job Title: VP		
Institution Name: Evara Health Institute			

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Email: rsarlo@evarahealth.org	Phone: #: (727)580-0630		
Address: 14106 58th St. N.	City: Clearwater	State: FL	Zip: 33760

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

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P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ___/___/_____

Name of Institution: Evara Healthy Institute

Signature: Rebecca Sarlo

Print Name: Rebecca Sarlo

Title: VP. Education + Curriculum

Date: 5/4/2026

Training Provider

Institution	Evara Health Institute
Street Address	14106 58th North, Clearwater, FL 33760
Contact Person	Rebecca Sarlo
Contact Email	rsarlo@hcnetwork.org
Contact Phone Number	727.580-0630

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for. (If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8	9	10
1	Program Title	Medical Assistant	Behavioral Health Technician	Limited Scope Radiology	Dental Assistant with Expanded Functions	Pharmacy Technician					
2	SOC	31-9092	31-1013	29-2034	31-9091	29-2052					
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes					
4	License #	12948	12948	12948	12948	12948					
5	Tuition	$7,500	$7,500	$7,500	$7,500	$7,500					
6	Expiration Date	May-26	May-26	May-26	May-26	May-26					
7	Book Cost	included	included	included	included	included					
8	Lab Fee	included	included	included	included	included					
9	Physical/ Medical Cost	included	included	included	included	included					
10	Uniforms	included	included	included	included	included					
11	Certification, Lisensure or Testing Cost	included	included	included	included	included					
12	Other Costs	none	none	none	none	none					
	Total Cost	**$7,500.00**	**$7,500.00**	**$7,500.00**	**$7,500.00**	**$7,500.00**					
	For July 2025 through June 2026										
13	Is program eligible for Pell Grant	No	No	No	No	No					
14	Total number of persons enrolled in training program	45	9	25	10	8					
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	12	2	3	0	0					
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	0	0	0	0	0					
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	12	0	0	0	0					
17	Total number of persons compleing this training program. 2023-2025(this is a two year period)	42	0	0	0	0					
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	10	0	0	0	0					
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	1	0	0	0	0					
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	42	0	0	0	0					
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	10	0	0	0	0					

22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	1	0	0	0	0					
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	41	NA	NA	NA	NA					
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	NA	NA	NA	NA	NA					
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	NA	NA	NA	NA	NA					

		1	2	3	4	5	6	7	8	9	10
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Diploma	Diploma					
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes					
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes, Industry Advisory Board	Yes, Industry Advisory Board	Yes, Industry Advisory Board	Yes, Industry Advisory Board	Yes, Industry Advisory Board					
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6211	6232	6215	6212	6221					
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Basic academic skills consistent with high school graduation	Basic academic skills consistent with high school graduation	Basic academic skills consistent with high school graduation	Basic academic skills consistent with high school graduation	Basic academic skills consistent with high school graduation					
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	31-9092	31-1013	29-2034	31-9091	29-2052					

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and FleetForce Truck Driver Training hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program

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completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research

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each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

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be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

-

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

   c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid

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within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

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Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

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have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: George Beachmen	Job Title: Placement Coordinator		
Institution Name: FleetForce Truck Driver Training			
Email: george@drivefleetforce.com	Phone: #: (850) 812-5153		
Address: 8437 Tuttle Avenue #345	City: Sarasota	State: FL	Zip: 34243

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
FleetForce Truck Driver Training

Signature:_____

Print Name: Tra Williams

Title: President/Owner

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Date: 4 / 28 / 2026

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Training Provider

Instituion	FleetForce Truck Driver Training
Street Address	Training provider for Pasco-Hernando State College, 10230 Ridge Rd, New Port Richey, FL 34654
Contact Person	Brenda LaLande and George Beachmen
Contact Email	academicpartnerships@drivefleetforce.com, george@drivefleetforce.com
Contact Phone Number	813-238-6606

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8	9	10
1	Program Title	CDL Class A	CDL Class B								
2	SOC	53.3032	53.3032								
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Exempt, letter attached	Exempt, letter attached								
4	License #	11392	11392								
5	Tuition	$ 6,995.00	$3,495.00								
6	Expiration Date	1/1/2026	1/1/2026								
7	Book Cost	$0.00	$0.00								
8	Lab Fee	$0.00	$0.00								
9	Physical/ Medical Cost	$0.00	$0.00								
10	Uniforms	$0.00	$0.00								
11	Certification, Licensure or Testing Cost	$0.00	$0.00								
12	Other Costs	$0.00	$0.00								
	Total Cost	**$6,995.00**	**$3,495.00**								
13	Is program eligible for Pell Grant	No	No								
14	Total number of persons enrolled in training program	74									
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	16									
15 a	Total number of WIOA funded persons enrolled in training program. 2024/2025	5									
16	Total number of WIOA funded persons from CareSource Pasco Hernando enrolled in training program. 2022-2024 (this is a two year period)	21									
17	Total number of persons completing this training program 2022-2024 (this is a two year period)	92									
18	Total number of WIOA funded persons completing this training program 2022-2024 (this is a two year period)	21									
19	Total number of WIOA funded persons from CareSource Pasco Hernando completing this training 2022 - 2024 (this is a two year period)	12									
20	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2022-2024 (this is a two year period)	78									
21	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2022-2024 (this is a two year period)	12									
22	Total number of WIOA funded persons from CareSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if appicable) 2022-2024 (this is a two year period)	12									
23	Total number of persons employed after completing the training program 2022-2024 (this is a two year period)	78									
24	Total number of WIOA funded persons employed after completing the training program 2022-2024 (this is a two year period)	12									
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2022-2024 (this is a two year period)	12									

		1	2	3	4	5	6	7	8	9	10
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Florida Motor Carrier Safety Administration CDL License	Florida Motor Carrier Safety Administration CDL License								
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes								
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes								
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	484110	484110								
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Drug screen, physcial, CDL permit, and driving record	Drug screen, physcial, CDL permit, and driving record								
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	533052	533052								

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** andF Florida Truckers Institute, Inc. hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

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2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

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This renewal Agreement will become effective on ____July 1, 2026_____ and remain in effect until __June 30, 2027_____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

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a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under

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this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans

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to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

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Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Edward Tordesillas	Job Title: President		
Institution Name: Florida Truckers Institute, Inc.			

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Email: eddie@floridatruckersinstitute.com	Phone: #: (352) 433 - 7955		
Address: 6611 US-10, Suite 210	City: New Port Richey	State: FL	Zip: 34652

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

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P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
Florida Truckers Institute, Inc.

Signature: Edward Tordesillas

Print Name: Edward Tordesillas

Title: President

Date: 05 / 06 / 2026

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Training Provider

Instituion	Florida Truckers Institute
Street Address	6611 US Highway 19, Suite 210, New Port Richey, FL 34652
Contact Person	Edward Tordesillas
Contact Email	eddie@floridatruckersinstitute.com
Contact Phone Number	352-433-7955

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for. (If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8	9	10
1	Program Title	CDL Class A									
2	SOC	533032									
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes									
4	License #	11492									
5	Tuition	5500									
6	Expiration Date	N/A									
7	Book Cost	$0.00									
8	Lab Fee	$0.00									
9	Physical/ Medical Cost	$75.00									
10	Uniforms	$0.00									
11	Certification, Lisensure or Testing Cost	$375.00									
12	Other Costs										
	Total Cost	$5,950.00									
13	Is program eligible for Pell Grant	No									
14	Total number of persons enrolled in training program	467									
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	16									
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	8									
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	24									
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	460									
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	23									
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	23									
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	460									
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	23									
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	23									
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	391									
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	23									
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	23									

		1	2	3	4	5	6	7	8	9	10
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	160 -Hour Certificate of Completion									
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes									
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes									
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	4212, 4213, 4214									
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	ADMISSIONS REQUIREMENTS • Be eighteen (18) years of age to drive intrastate or at least twenty-one (21) years of age to drive interstate. • Be beyond the age of compulsory high School attendance. • Have a valid driver's license in your possession at the time of enrollment. • Provide a social security card and valid government issued photo identification. • Complete enrollment agreement. • Obtain an acceptable US Department of Transportation physical and acceptable US Department of Transportation verified negative drug screen in accordance with FMCSA regulations. •Able to sufficiently read and speak the English language to converse with the general public; to understand highway traffic signs and signals in the English language; to respond to official inquiries; to make entries on reports and records, as required by applicable FMCSA regulations.									
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	533032 - Heavy and Tractor-Trailer Truck Drivers									

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and Galen Health Institutes, Inc., dba Galen College of Nursing (Sarasota Campus) hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable

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form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on _____ and remain in effect until _____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at

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any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

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c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

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H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

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I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

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Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION		
Contact Name: Marion Knight, MBA	Job Title: Associate Director of Regulatory Affairs	
Institution Name: Galen Health Institutes, Inc., dba Galen College of Nursing		
Email: mknight@galencollege.edu	Phone: #: (502) 410-6503	
Address: 3050 Terra Crossing Blvd.	City: Louisville, KY	Zip: 40245

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
Galen Health Institutes, Inc., dba Galen College of Nursing (Sarasota Campus)

Signature: Marion Knight

Print Name: Marion Knight, MBA

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Title: Associate Director of Regulatory Affairs

Date: 04/30/2026

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Training Provider

Instituion	Galen Health Institutes, Inc., dba Galen College of Nursing (Sarasota Campus)
Street Address	501 North Cattlemen Rd, Sarasota, FL 34232
Contact Person	Marion Knight, Associate Director of Regulatory Affairs
Contact Email	mknight@galencollege.edu
Contact Phone Number	(502) 410-6503

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3
1	Program Title	Associate Degree in Nursing Program, Two-year Option	Associate Degree in Nursing Program, LPN/LVN to ADN Bridge Option	Baccalaureate Degree in Nursing Program, Prelicensure Option
2	SOC	29-1141	29-1141	29-1141
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes
4	License #	10160	10160	10160
5	Tuition	$53,455	$39,440	$83,040
6	Expiration Date	The License by means of accreditation continues in force through January 1, 2028. The institution shall submit an annual review each year.		
7	Book Cost	$3,050.00	$2,700.00	$3,600.00
8	Lab Fee	$450.00	$350.00	$500.00
9	Physical/ Medical Cost	N/A	N/A	N/A
10	Uniforms	$107.00	$107.00	$107.00
11	Certification, Lisensure or Testing Cost	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to outside vendors to sit for the examination: License Application Fee of $110 to the Florida Board of Nursing and $200 to Pearson VUE.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to outside vendors to sit for the examination: License Application Fee of $110 to the Florida Board of Nursing and $200 to Pearson VUE.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to outside vendors to sit for the examination: License Application Fee of $110 to the Florida Board of Nursing and $200 to Pearson VUE.
12	Other Costs	$150 Background Check Fee; $100 Registration Fee; $40 Entrance Examination Fee; $143 Supplies	$150 Background Check Fee; $100 Registration Fee; $40 Entrance Examination Fee; $143 Supplies	$150 Background Check Fee; $100 Registration Fee; $40 Entrance Examination Fee; $143 Supplies
	Total Cost	**$57,805.00**	**$43,340.00**	**$87,990.00**
13	Is program eligible for Pell Grant	Yes	Yes	Yes
14	Total number of persons enrolled in training program	460	164	145
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	1	5	0
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	7	6	1
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	0
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	60	83	8
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	3	4	0
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	N/A	N/A	N/A
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	60	83	8
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	3	4	0
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	N/A	N/A	N/A
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	25	35	0

24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	3	2	0
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	N/A	N/A	N/A
		1	2	3
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN.	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN.	Graduates earn a Bachelor of Science in Nursing Degree and are eligible to sit for the NCLEX-RN.
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	Nursing Education Programs (611310)	Nursing Education Programs (611310)	Nursing Education Programs (611310)
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination score.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination score; Earned diploma in practical/vocational nursing; Active and Unencumbered PN/VN license.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination score.
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	291141	291141	291141

Comment: Job placement data is collected from graduates for 12+ months following their completion date. Graduates provide this information on a voluntary basis. The employment statistics reflected in the responses above for those that entered employment, only represents those who voluntarily chose to respond to our survey and outreach efforts. It is important to note that while some graduates may have successfully found employment, they may not be included in these results because they did not respond to our numerous outreach efforts. The Sarasota Campus launched the first cohort in Fall of 2022, and the first graduating cohort was in December 2023. Performance data is lacking due to the natural timeline and progression of campus maturation.

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and Galen Health Institutes, Inc., dba Galen College of Nursing (Tampa Bay Campus) hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable

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form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at

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any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

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c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

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I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

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Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION		
Contact Name: Marion Knight, MBA	Job Title: Associate Director of Regulatory Affairs	
Institution Name: Galen Health Institutes, Inc., dba Galen College of Nursing		
Email: mknight@galencollege.edu	Phone: #: (502) 410-6503	
Address: 3050 Terra Crossing Blvd.	City: Louisville, KY	Zip: 40601

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:

Galen Health Institutes, Inc., dba Galen College of Nursing

Marion Knight

Signature:_____

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Print Name: Marion Knight, MBA

Title: Associate Director of Regulatory Affairs

Date: 04/28/2026

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Training Provider

Instituion	Galen Health Institutes, Inc., dba Galen College of Nursing (Tampa Bay Campus)
Street Address	10200 Dr. Martin Luther King Jr. Street N, St. Petersburg, FL 33716
Contact Person	Marion Knight, Associate Director of Regulatory Affairs
Contact Email	mknight@galencollege.edu
Contact Phone Number	(502) 410-6503

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3	4
1	Program Title	Practical Nursing Program, 4-quarter Option	Associate Degree in Nurisng Program, Two-year Option	Associate Degree in Nursing Program, LPN/LVN to ADN Bridge Option	Baccalaureate Degree in Nurisng Program, Prelicensure Option
2	SOC	29-2061	29-1141	29-1141	29-1141
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes
4	License #	3150	3150	3150	3150
5	Tuition	$23,400	$53,455	$39,440	$83,040
6	Expiration Date	The License by means of accreditation continues in force through January 1, 2028. The institution shall submit an annual review each year.			
7	Book Cost	Included in Tuition	$3,050.00	$2,700.00	$3,600.00
8	Lab Fee	N/A	$450.00	$350.00	$500.00
9	Physical/ Medical Cost	N/A	N/A	N/A	N/A
10	Uniforms	$50.00	$107.00	$107.00	$107.00
11	Certification, Lisensure or Testing Cost	Following successful completion of the program, students are eligible to sit for the NCLEX-PN®. The following fees are paid directly to outside vendors to sit for the examination: License Application Fee of $110 to the Florida Board of Nursing and $200 to Pearson VUE.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to outside vendors to sit for the examination: License Application Fee of $110 to the Florida Board of Nursing and $200 to Pearson VUE.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to outside vendors to sit for the examination: License Application Fee of $110 to the Florida Board of Nursing and $200 to Pearson VUE.	Following successful completion of the program, students are eligible to sit for the NCLEX-RN®. The following fees are paid directly to outside vendors to sit for the examination: License Application Fee of $110 to the Florida Board of Nursing and $200 to Pearson VUE.
12	Other Costs	$150 Background Check Fee; $100 Registration Fee; $40 Entrance Examination Fee	$150 Background Check Fee; $100 Registration Fee; $40 Entrance Examination Fee; $143 Supplies.	$150 Background Check Fee; $100 Registration Fee; $40 Entrance Examination Fee; $143 Supplies.	$150 Background Check Fee; $100 Registration Fee; $40 Entrance Examination Fee; $143 Supplies.
	Total Cost	**$24,050.00**	**$57,805.00**	**$43,340.00**	**$87,990.00**
13	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes
14	Total number of persons enrolled in training program	101	1053	254	405
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	3	40	9	3
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	8	63	9	5
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	1	14	1	0
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	40	459	169	256
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	4	36	6	1
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	7	1	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	40	459	169	256
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	4	36	6	1
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	7	1	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	18	328	127	188
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	3	27	4	1
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	5	1	0

		1	2	3	4
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Graduates earn a PN diploma and are eligible to sit for the NCLEX-PN.	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN.	Graduates earn an Associate of Science Degree and are eligible to sit for the NCLEX-RN.	Graduates earn a Bachelor of Science in Nursing Degree and are eligible to sit for the NCLEX-RN.
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	Nursing Education Programs (611310)	Nursing Education Programs (611310)	Nursing Education Programs (611310)	Nursing Education Programs (611310)
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination score.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination score.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination score; Earned diploma in practical/vocational nursing; Active and Unencumbered PN/VN license.	High school diploma or GED equivalent; Must be able to communicate effectively in English; Qualifying entrance examination score.
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	29-2061	29-1141	29-1141	29-1141

Comment: Job placement data is collected from graduates for 12+ months following their completion date. Graduates provide this information on a voluntary basis. The employment statistics reflected in the responses above for those that entered employment, only represents those who voluntarily chose to respond to our survey and outreach efforts. It is important to note that while some graduates may have successfully found employment, they may not be included in these results because they did not respond to our numerous outreach efforts.

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and Hernando County School Board hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees

   that are not specified in this Agreement or on the Individual Training Account Voucher.

   For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training

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Account Voucher, a provisional 30-day voucher extension may be granted pending receipt of the transcript or an acceptable form of progress report, based on instructor attestation. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of the Training Provider.

2. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

3. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

4. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

5. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

6. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

7. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

8. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

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9. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

The Training Provider will be required to submit documentation on an annual basis, including current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance. CSPH will review these documents within 15 business days of receipt and provide a 30- business day cure period before taking any adverse action against the Training Provider.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com.** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training Provider is required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027, upon which time the Agreement will expire. The parties maintain the option to renew the Agreement for two additional one year terms with forty-five (45) days written notice to the other party, prior to the expiration of the current one year term in effect. The renewal is contingent upon , Training Provider providing annually: performance data, valid

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licensures, and updated costs for tuition and fees as provided under Subsections A and B above.

A Related Party Training Provider requires annual approval by the Board of Directors of CSPH. Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training. Any such services after cancellation will end upon the already agreed to enrollment period for each student.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds.

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher signed by authorized personnel. However, written pre-authorization via email from designated CSPH officials that Trainer Provider knows has such pre-authorization will be binding for payment if the formal voucher is issued within 10 business days. No verbal authorizations for enrollment into training will occur under this agreement.

5. Upon receipt of such written pre-authorization email and issuance of formal voucher by CSPH, the Training Provider may enroll the identified student and provide training and related authorized services consistent with the scope, pricing, and terms specified in the email pre-authorization, and CareerSource Pasco Hernando shall be financially responsible for payment of such authorized tuition, fees, materials, and supplies, subject to issuance of the formal Individual Training Account Voucher within the ten (10) business day period described above.

6. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

7. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

8. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. Refund amounts and timelines shall be explicitly tied to the Provider's published refund schedule. The Training Provider shall refund such tuition, books, and fees paid by CareerSource Pasco Hernando, limited to net CSPH payments after applying standard withdrawal penalties, for individuals who enroll in and begin training but drop out of courses or training. Such standard withdrawal penalties shall be applied in the same manner as any other student of Traininer Provider that drops out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

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9. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement. CSPH remains liable for authorized services delivered in good faith, reasonable reliance on a voucher or written approval, even if a student later becomes ineligible for reasons outside the Training Provider's control.

10. Payment Procedure

    a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

    b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

    c) Individual Training Account Vouchers and invoices accepted for payment shall be paid within thirty (30) business days of receipt.

    d) The Training Provider shall notify CareerSource Pasco Hernando in writing of any dispute relating to an Individual Training Account Voucher or associated invoice within ten (10) business days after the Training Provider's receipt of the disputed Itemized Voucher or invoice, which notice shall reasonably describe the disputed amount and the basis for the dispute, and include supporting documentation as available. Any amounts not timely disputed in accordance with this paragraph shall be deemed accepted for payment and processed in the ordinary course under Section D.11(c). Notwithstanding the existence of any dispute as to a portion of an invoice, the undisputed portion shall be promptly invoiced and paid in accordance with the Agreement's payment procedures, and only the disputed portion may be withheld pending resolution. Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) business days of receipt Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation. In the event of a dispute, the matter will be referred to CSPH's Chief Executive Officer to make payment. If CSPH's Chief Executive declines payment, Training Provider may initiate litigation as provided in this Agreement.

    e) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation. CSPH remains liable for authorized services delivered in good faith, reasonable reliance on a voucher or written approval, even if a student later becomes ineligible for reasons outside the Trainer Provider's control.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

The Training Provider shall notify CareerSource Pasco Hernando staff within 15 business days of a CareerSource Pasco Hernando student's completion or termination/drop from the training program. In such an instance, information concerning the student's date of employment, wage, job title, and CIP code, if known, must also be indicated on the progress report. The Training Provider may use the best available information with subsequent updates. If the 15-business-day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource

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Pasco Hernando and coordinate an alternative option.

2. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

3. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

4. At any time during normal business hours and with reasonable notice, as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all books, documents, papers, and records (including computer records) directly related to payments made by CareerSource Pasco Hernando under this AAt any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

5. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the Training Provider is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this Agreement. To the extent CareerSource Pasco Hernando provides Training Provider any information which it believes is confidential or exempt, CareerSource Pasco Hernando shall notify Training Provider of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that CareerSource Pasco Hernando has any obligation to act in agency for the Training Provider, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that CareerSource Pasco Hernando has access to any other confidential information regarding the Training Provider (such as security information as contemplated by section 119.071(c), Fla. Stat.), CareerSource Pasco Hernando agrees to use reasonable measures to maintain the confidentiality of such information.

6. To the extent CareerSource Pasco Hernando maintains information that is subject to a public record request, it shall provide public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to Training Provider, and CareerSource Pasco Hernando will indemnify and hold the Training Provider harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. CareerSource Pasco Hernando must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the

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Constitution of Florida, and specifically agrees to:

- Keep and maintain public records required by the Training Provider in order to perform the service under this agreement; and
- Upon request from the Training Provider's custodian of public records, provide the Training Provider with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CareerSource Pasco Hernando does not transfer the records to the Training Provider; and
- Upon completion of the Agreement , transfer, at no cost, to the Training Provider all public records in possession of the CareerSource Pasco Hernando or keep and maintain public records required by the Training Provider to perform the service. If the CareerSource Pasco Hernando transfers all public records to the Training Provider upon completion of the Agreement, the CareerSource Pasco Hernando shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CareerSource Pasco Hernando keeps and maintains public records upon completion of the Agreement, CareerSource Pasco Hernando shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Training Provider, upon request from the Training Provider's custodian of public records, in a format that is compatible with the information technology systems of the Training Provider. If the information must be converted to Trainer Provider's system, Training Provider shall pay CSPH any expenses necessary that require substantial conversion.

IF THE CAREERSOURCE PASCO HERNANDO HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CAREERSOURCE PASCO HERNANDO'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, ELLERMAN_A@HCSB.K12.FL.US or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the CareerSource Pasco Hernando to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the Training Provider may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the Agreement for the duration of the required records retention as provided by Florida law

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider may subcontract to pre-qualified affiliates listed in an exhibit, subject to

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providing notice. CSPH's consent to such subcontracting shall not be unreasonably withheld, conditioned, or delayed. The Training Provider shall not assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval of CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve the Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided."

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) business days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to “train out” any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) business days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider’s programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) business days of termination date.

   CareerSource Pasco Hernando shall provide 30 days’ advance notice for convenience terminations and suspensions absent cause. CSPH shall be liable for payment only for services rendered prior to the effective date of termination, and shall include reimbursement for reasonable, non-cancellable commitments incurred in reliance on authorized enrollments. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) business days of the termination date

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the

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Training Provider from the list of approved Training Providers.

The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach and provide a 30-day cure period with a jointly agreed corrective action plan before any enrollment freeze. CareerSource Pasco Hernando shall have thirty (30) working days to cure any perceived breach under the Agreement

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

Material policy changes affecting Training Provider obligations, fees, or performance metrics require a signed bilateral amendment as described in section J, unless such policies are instituted by the CareerSource Florida.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present Agreement shall lie exclusively with the state courts in Hernando County, Florida for those who entered into Agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

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M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes.

Each party shall, at its own expense, procure and maintain during the Term: (a) commercial general liability insurance with limits of not less than [$1,000,000/amount per occurrence] and [$2,000,000/amount aggregate], including coverage for bodily injury, property damage, personal and advertising injury, and contractual liability; (b) workers' compensation insurance as required by applicable law and employer's liability insurance with limits of not less than [$1,000,000/amount each accident], [$1,000,000/amount disease policy limit], and [$1,000,000/amount disease each employee]; (c) automobile liability insurance covering owned, hired, and non-owned vehicles with limits of not less than [$1,000,000/amount combined single limit]; and (d) [professional/technology/media] liability (errors and omissions) insurance with limits of not less than [$1,000,000/amount per claim] and [$2,000,000/amount aggregate]. Each party shall cause the other party, its affiliates, and their respective officers, directors, employees, and agents to be named as additional insureds under the commercial general liability and automobile liability policies on a primary and noncontributory basis, with waivers of subrogation where available, and shall provide certificates of insurance and endorsements evidencing the foregoing upon request. Coverage required hereunder shall be placed with insurers rated not less than [A-:VII] by [A.M. Best] or reasonably equivalent.

CSPH shall defend, indemnify, and hold harmless the other party, its affiliates, and their respective officers, directors, employees, and agents from and against any and all third-party claims, demands, suits, damages, liabilities, judgments, settlements, costs, and expenses (including reasonable attorneys' fees) to the extent arising out of or relating to allegations that any materials, data, content, or other deliverables furnished by CareerSource Pasco Hernando (CSPH) infringe, misappropriate, or otherwise violate any copyright, trademark, trade secret, or other intellectual property or proprietary right of a third party. The foregoing indemnity shall not apply to the extent such claim arises from: (i) modifications to CSPH-provided materials not made or authorized in writing by CSPH; (ii) combination or use of CSPH-provided materials with other products, services, data, or materials not furnished by CSPH, if the claim would not have arisen but for such combination or use; or (iii) the other party's breach of this Agreement. As a condition to indemnification, the other party shall promptly provide CSPH with written notice of any claim, tender control of the defense and settlement to CSPH, and reasonably cooperate at CSPH's expense; provided that CSPH shall not settle any claim that imposes any admission of liability or non-monetary obligation on the other party without the other party's prior written consent, not to be unreasonably withheld, conditioned, or delayed.

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not

discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. MISCELLANEOUS

1. The payment obligation of the Training Provider created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the Training Provider at the end of the period for which funds are available. The Training Provider shall notify the CareerSource Pasco Hernando at the earliest possible time before such termination. No penalty shall accrue to the Training Provider in the event this provision is exercised, and the Training Provider shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

2. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the Training Provider without cause upon a thirty (30) day notice.

3. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

4. CareerSource Pasco Hernando agrees to execute an Affidavit Regarding the Use of Coercion for Labor and Services as required by section 787.06(14), Florida Statutes.

5. If the CareerSource Pasco Hernando receives access to an individual's personal identifying information as a result of this Agreement, CareerSource Pasco Hernando agrees to provide the Training Provider with an affidavit signed by an officer or representative of the CareerSource Pasco Hernando under penalty of perjury attesting that the CareerSource Pasco Hernando does not meet any of the criteria in section 287.138(2)(a) to (c), Florida Statutes.

P. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Radiah Dent	Job Title: Director		
Institution Name: Wilton Simpson Technical College			
Email: dent_r@hcsb.k12.fl.us	Phone: #: (352___)797__-7018__		

Address: 17050 Spring Hill Dr.	City: Brooksville	State: FL	Zip: 34614

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

Q. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

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Name of Institution: Wilton Simpson Technical College
___Hernando County School Board_____

Signature:_____

Print Name:___Radiah Dent_____

Title: Director_____

Date: __5__/__5__/__26___

Kelly A. Pogue
Approved as to Form
by WSH Attorney
07/13/2026 12:06 pm

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Training Provider

Instituion	Wilton Simpson Technical College
Street Address	17050 Spring Hill Dr. Brooksville FL 34606
Contact Person	Kara Trowell
Contact Email	trowell_k@hcsb.k12.fl.us
Contact Phone Number	352-797-7018

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8	9	10
1	Program Title	**Applied Cybersecurity**	**Barbering**	**Cosmetology**	**CNC Production Specialist**	**Diesel Systems Technician 1**	**Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1**	**Florida Law Enforcement Academy**	**Crossover From Correctional Officer To Law Enforcement Officer**	**Master Automotive Service Technology 1**	**Welding Technology**
2	SOC	15-1231	39-5011	39-5092	51-9162	49-3042	49-9021	33-1012	33-1012	49-3023	51-4121
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5	Tuition	$ 1,905.00	$ 2,286.00	$ 3,048.00	$ 1,524.00	$ 2,667.00	$ 1,905.00	$ 1,955.80	$ 1,315.72	$ 2,667.00	$ 2,667.00
6	Expiration Date	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7	Book Cost	$ -	$ 317.00	$ 317.00	$ 127.00	$ 375.00	$ 170.00	$ 45.00	$ 45.00	$ 303.00	$ 347.00
8	Lab Fee	$ 725.00	$ 1,017.00	$ 1,200.00	$ 895.00	$ 550.00	$ 524.00	$ 900.00	$ 500.00	$ 550.00	$ 1,350.00
9	Physical / Medical Cost / Background / Basic Exam	$ -	$ -	$ -	$ -	$ -	$ -	$ 276.25	$ 276.25	$ -	$ -
10	Uniforms & Personal Supplies	$ 255.00	$ 112.50	$ 112.50	$ 326.00	$ 207.00	$ 1,320.00	$ 300.00	$ 300.00	$ 207.00	$ 598.00
11	Certification, Lisensure or Testing Cost	Included in Lab	$ 189.50	$ 189.50	Included in Lab	Included in Lab	Included in Lab	$ 160.00	$ 160.00	Included in Lab	Included in Lab
12	Other Costs (Registration Fee & Student ID)	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00
	Total Cost	**$2,920.00**	**$3,957.00**	**$4,902.00**	**$2,907.00**	**$3,834.00**	**$3,954.00**	**$3,672.05**	**$2,631.97**	**$3,762.00**	**$4,997.00**
13	Is program eligible for Pell Grant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
14	Total number of persons enrolled in training program	20	9	16	12	17	24	25	15	22	24
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	0	0	0	0	0	0	0	0	0	0
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	0	0	0	0	0	0	0	0	0	0
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	0	0	0	0	0	0	0	0
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	5	2	8	0	0	12	59	13	3	12

18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	0	0	0	0	0	0	0	0	0	0
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	0	0	0	0	0	0	0	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	5	2	8	0	0	13	59	8	4	12
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	0	0	0	0	0	0	0	0
22	Total # of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a 2 year period)	0	0	0	0	0	0	0	0	0	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	7	2	8	0	0	13	59	6	4	12
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	0	0	0	0	0	0	0
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	0	0	0	0	0	0	0
		1	2	3	4	5	6	7	8	9	10
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Certificate & Credentials	Certificate & State Licensing	Certificate & State Licensing	Certificate & Credentials	Certificate & Credentials	Certificate & Credentials	Certificate & State Licensing	Certificate & State Licensing	Certificate & Credentials	Certificate & Credentials
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes – Information Technology Industry	Yes – Barbering / Personal Care Industry	Yes – Barbering / Personal Care Industry	Yes – Advanced Manufacturing Industry	Yes – Automotive & Diesel Service Industry	Yes – HVAC / Construction Industry	Yes – Law Enforcement / Public Safety	Yes – Law Enforcement / Public Safety	Yes – Automotive Service Industry	Yes – Welding / Manufacturing Industry
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	5415	8121	8121	3327	8111	2382	9221	9221	8111	3323
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	n/a	n/a	n/a	n/a	n/a	n/a	basic skills test	basic skills test	n/a	n/a
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	15-1212			51-4011	49-3031	49-9021	33-3051	33-3051	49-3023	51-4121

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and **Jersey College** hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program

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completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research

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each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on __July 1, 2026_____ and remain in effect until _June 30, 2027_____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

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be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

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4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

   c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid

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within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

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Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

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have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Cassidy Caudill	Job Title: Manager of Institutional Effectiveness		
Institution Name: Jersey College			
Email: ccaudill@jerseycollege.edu	Phone: #: (201) 608-0740		
Address: 546 US Highway 46	City: Teterboro	State: NJ	Zip: 07608

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
_____Jersey College_____

Signature:_____

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Print Name: Steven B. Litvack

Title: President

Date: _04___/_29___/_2026____

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Training Provider

Institution	Jersey College
Street Address	17222 Hospital Boulevard, Brooksville, FL 34601
Contact Person	Cassidy Caudill
Contact Email	ccaudill@jerseycollege.edu
Contact Phone Number	201-608-0740

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3	4
1	Program Title	Professional Nursing			
2	SOC	291141			
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes			
4	License #	10257			
5	Tuition	$50,012.00			
6	Expiration Date	12/31/2026			
7	Book Cost	$3,399.00			
8	Lab Fee	N/A			
9	Physical/ Medical Cost	N/A			
10	Uniforms	$155.00			
11	Certification, Lisensure or Testing Cost				
12	Other Costs	$1,340.00			
	Total Cost	**$54,906.00**			
13	Is program eligible for Pell Grant	Yes			
14	Total number of persons enrolled in training program	115			
15	Total number of WIOA funded persons enrolled in training program. 2025/2026	4			
15 a	Total number of WIOA funded persons enrolled in training program. 2024/2025	0			
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2024-2026 (this is a two year period)	4			
17	Total number of persons compleing this training program 2024-2026(this is a two year period)	39			
18	Total number of WIOA funded persons compleing this training program 2024-2026 (this is a two year period)	2			

19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2024 - 2026 (this is a two year period)	2			
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2024-2026 (this is a two year period)	32			
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2024-2026 (this is a two year period)	2			
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2024-2026 (this is a two year period)	2			
23	Total number of persons employed after completing the training program 2024-2026 (this is a two year period)	29			
24	Total number of WIOA funded persons employed after completing the training program 2024-2026 (this is a two year period)	2			
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2024-2026 (this is a two year period)	2			

		1	2	3	4
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Associate of Science			
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes			
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No			
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6231			
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High school diploma			
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	291141			

CareerSource PASCO | HERNANDO

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Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando**, hereinafter referred to as **CareerSource Pasco Hernando** and METROPOLITAN TECHNICAL CAREER INSTITUTE hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

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2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingprovider@careersourcepascohernando.com Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

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This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

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a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under

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this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans

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to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

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Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Vanessa Guy	Job Title: Administrator		
Institution Name: MTCI			

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Email: director@freshcareerstart.com	Phone: #: (352)293-2474		
Address: 7101 Little Rd Suite 201	City: NPR	State: FL	Zip: 34653

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph..

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

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P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution: Metropolitan Technical Career Institute

Signature: [signature]

Print Name: V Guy

Title: Administrator

Date: 04/28/2026

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Training Provider

Instituion	Metropolitan Technical Career Insitute
Street Address	7701 Little Road Suite 201 New Port Richey, FL 34654
Contact Person	Vanessa Guy
Contact Email	director@freshcareerstart.com
Contact Phone Number	352 293-2474

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.

(If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8
1	Program Title	Phlebotomy	PCT	Medical Assistant	EKG	Basic Xray	Med Lab	Med Admin Assistant	Pharmacy Tech
2	SOC	31 9097	29-2099	31-9092	29-2099	29034	29-02010	43-6813	29-2052
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes		*		*			*
4	License #	3998							
5	Tuition	2450	5095	9144.94	2450	2450	2450	2450	5395
6	Expiration Date								
7	Book Cost	$250.00	$500.00	$500.00	$300.00	$300.00	$300.00	$300.00	$500.00
8	Lab Fee	$50.00	$100.00						
9	Physical/ Medical Cost								
10	Uniforms								
11	Certification, Lisensure or Testing Cost								
12	Other Costs			$250.00	$151.00	$151.00	$151.00	$151.00	$200.00
	Total Cost	**$2,450.00**	**$5,095.00**	**$9,144.94**	**$2,450.00**	**$2,450.00**	**$2,450.00**	**$2,450.00**	**$5,395.00**
13	Is program eligible for Pell Grant	no	*	*	*	*	*	*	*
14	Total number of persons enrolled in training program	4	2	9	11	3	3	6	3
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	11	1	5	4	2	3	6	4
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	9	0	6	5	1	4	6	3
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	20	1	8	5	2	4	9	4
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	79	5	12	13	26	6	15	11
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	15	1	4	5	1	4	4	2
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	15	1	4	5	2	4	4	2
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	79	5	12	13	26	6	15	11
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	15	1	4	4	2	4	4	2
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	15	1	4	4	2	4	4	2
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	63	4	10	11	20	5	12	8
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	13	1	3	3	2	4	3	1
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	13	1	3	3	2	4	3	1
		1	2	3	4	5	6	7	8
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma, State, National	National certificate	Diploma, State,National	National certificate	State License	National Certificate	National Certificate	Diploma, State, National
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	yes	yes	No	yes	yes	yes	yes	yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	no	no	no	no	no	no	no	no
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)								
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	State National Certificate	National Certificate	State National Certificate	State National Certificate	State License	State National Certificate	National Certificate	State National Certificate
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	31-9097	29-2099	31-9092	31-9092	29-2034	29-2010	43-6913	29-2052

Training Provider

Instituion
Street Address
Contact Person
Contact Email
Contact Phone Number

		9	10	11	12	13	14	15
1	Program Title	Dental Assistant with Xray	Bookkeeping and Accounting	Massage Therapy	Veterinarian Assistant	Medical Billing and Coding	Paralegal with Real Estate	Surgery Tech
2	SOC	31-9091	43-3031	31-9011	29-2056	43-6013	23-2011	29-2055
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	*	*	*	*	*	*	*
4	License #							
5	Tuition	3600	4895	8995	6195	8600	7295	9995
6	Expiration Date							
7	Book Cost	$200.00	$500.00	$500.00	$600.00	$1,000.00	$1,500.00	$750.00
8	Lab Fee							
9	Physical/ Medical Cost							
10	Uniforms							
11	Certification, Lisensure or Testing Cost							
12	Other Costs	$200.00	$200.00	$500.00	$250.00	$200.00	$250.00	$300.00
	Total Cost	**$3,600.00**	**$4,895.00**	**$8,995.00**	**$6,195.00**	**$8,600.00**	**$7,295.00**	**$9,995.00**
13	Is program eligible for Pell Grant	*	*	*	*	*	*	*
14	Total number of persons enrolled in training program	0	3	1	3	3		
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	1	1	0	0	0		
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	1	1	0	0	0		
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	1	1	0	0	0		
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	2	2	0	2	2		
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	0	1	0	0	0		
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	1	0	0	0		
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	2	2	0	2	2		
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	1	0	0	0		
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	1	0	0	0		
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	2	2	0	2	2		
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	0	1	0	0	0		
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	1	0	0	0		
		9	10					
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma, State	Diploma	State License	Diploma, State	Diploma, State		
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	yes	yes	no	yes	no		
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	no	no	no	no	no		
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)							
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Diploma State Certification	State Diploma	License	State Diploma	State Diploma	State Diploma	State Diploma
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	31-9091	43-3031	31-9011	29-2056	43-6013	23-2011	29-2055

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and **My IT Future Institute** hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

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2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

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This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

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a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under

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this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans

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to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Bryan Foxx	Job Title: School Director		

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Institution Name: My IT Future Institute			
Email: bfoxx@myitfuture.com	Phone: #: (_704) 258 - 4646_____		
Address: 498 Palm Springs Dr Suite 345	City: Altamonte Springs	State: FL	Zip: 33701

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
My IT Future Institute

Signature:_____

Print Name: Bryan Foxx

Title: School Director

Date: 05 / 05 / 2026

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Training Provider

Instituion	MY IT FUTURE INSTITUTE
Street Address	498 Palm Springs Dr Ste 345
Contact Person	Bryan Foxx
Contact Email	bfoxx@myitfuture.com
Contact Phone Number	704-258-4646

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for. (If you need to add additional columns please do so)

		1	2	3	4	5	6	7	8	9	10
1	Program Title	Preparatory Program for Microsoft Certified Azure Administrator Associate	Mobile Device and Desktop Support Technician	Cyber Security Analyst	Preparatory Program for Cisco Certified Network Associate (CCNA)	Cyber Security IT Professional	Network Security Technician	Cyber Security Forensic & Intrusion Analyst	Master Certified in Cyber Security and Information Assurance Mgt	Project Management Professional (PMP)	Microsoft Office Specialist Master Level (MOS)
2	SOC	151231	151231	151212	151231	151212	151231	151212	151212	131082	131199
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	2411	2411	2411	2411	2411	2411	2411	2411	2411	2411
5	Tuition	2,975.00	9,995.00	7,500.00	5,990.00	12,995.00	7,500.00	10,995.00	9,000.00	6,500.00	5,000.00
6	Expiration Date	8/1/2026	8/1/2026	8/1/2026	8/1/2026	8/1/2026	8/1/2026	8/1/2026	8/1/2026	8/1/2026	8/1/2026
7	Book Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
8	Lab Fee	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
12	Other Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	Total Cost	2,975.00	9,995.00	7,500.00	5,990.00	12,995.00	7,500.00	10,995.00	9,000.00	6,500.00	5,000.00
13	Is program eligible for Pell Grant	No	No	No	No	No	No	No	No	No	No
14	Total number of persons enrolled in training program	0	0	3	3	11	8	6	0	8	0
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	9	1	20	6	117	44	0	0	35	7
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	1	0	6	4	111	14	0	1	1	0
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	1	0	3	2	4	3	3	0	3	0
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	12	1	27	10	248	66	27	1	42	7
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	10	1	26	10	230	59	26	1	39	6
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	1	0	3	2	4	3	0	0	3	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	12	1	27	10	248	66	27	1	42	7
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	10	1	26	10	230	59	26	1	39	6
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	1	0	3	2	4	3	0	0	3	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	11	1	20	9	228	62	27	1	44	6
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	9	1	19	9	206	55	26	1	39	5
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	1	0	2	2	3	3	3	0	3	0

		1	2	3	4	5	6	7	8	9	10
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	611519	611519	611519	611519	611519	611519	611519	611519	611430	611420
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	Basic understanding and experience on operating systems, virtualization, cloud infrastructure, storage structures, and networking.	Basic understanding of personal computers, smart phones and tablets or Windows Level 1 and 2	CompTIA Security+ or equivalent IT Security experience.	CompTIA Network+ and MCP or equivalent experience.	Basic working knowledge of personal computers and Windows Operating systems or Windows Level 1 & 2.	Basic working knowledge of personal computers and Windows Operating systems or Windows Level 1 & 2.	CompTIA Security+ or equivalent IT Security experience	Some management or team leader experience	Windows OS	Basic understanding of computers, such as basic mouse and keyboard operations, point and clicks, double-click operations.
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Computer Network Support Specialists	Computer Network Support Specialists	Information Security Analysts	Computer Network Support Specialists	Information Security Analysts	Computer Network Support Specialists	Information Security Analysts	Information Security Analysts	Project Management Specialists	Business Ops Specialists, all other
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)										

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and NaNa National Aviation Academy hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program

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completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research

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each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

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be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

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4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

   c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid

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within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

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Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

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have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Nannette Worlinsky	Job Title: SVP Compliance		
Institution Name: National Aviation Academy			
Email: nworlinsky@naa.edu	Phone: #: (727) 531 - 2080		
Address: 6225 Ulmerton Road	City: Clearwater	State: FL	Zip: 33760

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
_____National Aviation Academy

Signature:_____

Print Name: Pamela Van Sant

Title: President & COO

Date: 4/27/2026

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Training Provider

Instituion	National Aviation Academy
Street Address	6225 Ulmerton Road, Clearwater, FL 33760
Contact Person	Nannette Worlinsky
Contact Email	Nworlinsky@naa.edu
Contact Phone Number	727-531-2080

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3
1	Program Title	Aviation Maintenance Technology	Aviation Maintenance Professional	Advanced Aircraft Systems
2	SOC	493011	493011	492091
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	YES	YES	YES
4	License #	1785	1785	1785
5	Tuition	41,500.00	62,250.00	20,750.00
6	Expiration Date	$0.00	$0.00	$0.00
7	Book Cost	$0.00	$0.00	$0.00
8	Lab Fee	$0.00	$0.00	$0.00
9	Physical/ Medical Cost	$0.00	$0.00	$0.00
10	Uniforms	$0.00	$0.00	$0.00
11	Certification, Lisensure or Testing Cost	$0.00	$0.00	$0.00
12	Other Costs	$150.00	$150.00	$150.00
	Total Cost	**$41,650.00**	**$62,400.00**	**$20,900.00**
13	Is program eligible for Pell Grant	YES	YES	YES
14	Total number of persons enrolled in training program	414	161	0
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	6	1	0
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	9	3	0
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	5	0	0
17	Total number of persons completing this training program 2023-2025(this is a two year period)	702	257	3
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	14	3	0
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	4	0	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	702	257	3
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	12	4	0
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	4	0	0

23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	449	184	2
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	12	1	0
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	4	0	0

		1	2	3
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	The objective of this program is to prepare the student for the Federal Aviation Administration's written, oral, and practical examinations for the Airframe and Powerplant ratings.	The objective of this program is to prepare the student for the Federal Aviation Administration's written, oral, and practical examinations for the Airframe and Powerplant ratings.	This course offers training that will also prepare the students for their relative FCC licenses in Elements 1 (Marine Radio Operators Permit), 3 (General Radio Operators License), and 8 (Radar Endorsement), as well as the NCATT Aircraft Electronics Technician Certification.
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	YES	YES	YES
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	FAA	FAA	FAA
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	3364	3364	3364
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	12.The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70./ 4.Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).	12.The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70./ 4.Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).	12.The applicant must pass the NAA Aptitude Evaluation with a minimum score of 70./ 4.Applicants must provide proof of graduation from a school providing secondary education (high school) or the equivalent of such a certification (GED).
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	493011	493011	492091

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and American Public University System, Inc. d/b/a Rasmussen University, hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable

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form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

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10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at

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any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

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c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

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I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

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Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Legal Department	Job Title:		
Institution Name: Rasmussen University			
Email: contracts@rasmussen.edu	Phone: #: (_____)_____-_____		
Address: 303 West 3rd Avenue	City: Ranson	State: WV	Zip: 25438

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr.	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

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P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
American Public University System, Inc. d/b/a Rasmussen University

Signature:_____

Print Name: Carrie Daninhirsch

Title: Provost

Date: __05__/_11___/_2026____

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Training Provider

Instituion: Rasmussen University - Central Pasco
Street Address 16418 State Road 54, Odessa, FL 33556
Contact Person Brent Freese
Contact Email brent.freese@rasmussen.edu
Contact Phone Number 813-246-7656

		Program Title	**Practical Nursing - Diploma**	**Professional Nursing - Associate's Degree**
1		SOC	29-2061	29-1141
2		Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	yes	yes
3		License #	3226	3226
4		Tuition	$20,888	$46,206
		Expiration Date	11/30/2026	11/30/2026
5		Book Cost	n/a	n/a
6		Lab Fee	n/a	n/a
7		Physical/ Medical Cost	n/a	n/a
8		Uniforms	n/a	n/a
9		Certification, Lisensure or Testing Cost	n/a	n/a
10		Other Costs	$5,645	$8,345
11		Total Cost	$26,533	$54,551
		For 7/1/2023 - 6/30/2025		
12		Is program eligible for Pell Grant	yes	yes
13		Total number of persons enrolled in training program 7/1/2023 - 6/30/2025	408	1654
14		Total number of WIOA funded persons enrolled in training program 7/1/2023 - 6/30/2025	1	1
15		Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program 7/1/2023 - 6/30/2025	1	0
16		Total number of persons completing this training program 7/1/2023 - 6/30/2025	79	300
17		Total number of WIOA funded persons completing this training program 7/1/2023 - 6/30/2025	1	3
18		Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 7/1/2023 - 6/30/2025	1	2
19		Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 7/1/2023 - 6/30/2025	79	335
20		Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 7/1/2023 - 6/30/2025	1	3
21		Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 7/1/2023 - 6/30/2025	1	2
22		Total number of persons employed after completing the training program 7/1/2023 - 6/30/2025	60	257
23		Total number of WIOA funded persons employed after completing the training program 7/1/2023 - 6/30/2025	1	3
24		Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 7/1/2023 - 6/30/2025	1	2
A		Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Associate's Degree
B		Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	yes	yes
C		Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	no	no
D		Identify the in-demand industry sectors and occupations which best fit with the training program (Use NAICS Codes)	623110	623110
E		Describe the prerequisites of skills and knowledge required prior to the commencement of training	See program page in current Rasmussen University catalog	See program page in current Rasmussen University catalog
F		Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	yes, 29-261	yes, 29-1141

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and **Roadmaster Drivers School, Inc**. hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training

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Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

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10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on **July 1, 2026** and remain in effect until **June 30, 2027** with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

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A Related Party Training Provider requires annual approval by the board of directors. Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

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b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

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F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations” and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to “train out” any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments into the Training Provider’s programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

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In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

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L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION	
Contact Name: Don Hudson	Job Title: Vice President & Chief Counsel

Institution Name: Roadmaster Drivers School, Inc.			
Email: dhudson@roadmaster.com	Phone: #: (727) 620- 3191		
Address: 11300 4th Street North, Suite 200	City: St. Petersburg	State: FL	Zip: 33716

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
Roadmaster Drivers School, Inc.

Signature: By: _____, as President

Print Name: Brad A. Ball

Title: President

Date: _05__/_05__/_2026____

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Training Provider

Instituion **Roadmaster Drivers School, Inc.**
Street Address 5025 Orient Road, Tampa, FL 33610
Contact Person Caitlin Devers-Jones
Contact Email cdeversjones@roadmaster.com
Contact Phone Number (727) 231-1484

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for. (If you need to add additional columns please do so)

		1	2	3	4
1	Program Title	Class A ELDT Behind-the-Wheel Training			
2	SOC	53-3032			
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes			
4	License #	1757			
5	Tuition	$7,495			
6	Expiration Date	1/31/27			
7	Book Cost	Included			
8	Lab Fee	$0.00			
9	Physical/ Medical Cost	$200.00			
10	Uniforms	Included			
11	Certification, Lisensure or Testing Cost	$75.00			
12	Other Costs	N/A			
	Total Cost	**$7,695.00**			
13	Is program eligible for Pell Grant	No			
14	Total number of persons enrolled in training program	806			
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	10			
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	12			
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	3			
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	665			
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	18			
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	2			
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	665			
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	18			
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	2			
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	526			
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	12			
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	1			

		1	2	3	4
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma			
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	No			
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes; Werner Enterprises			
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	611519			
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Must have a valid license and be able to sufficiently read and speak the English language to converse with the general public; to understand highway traffic signs and signals in the English language; to respond to official inquiries; to make entries on reports and records, as required by applicable FMCSA regulation.			
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes 53-3032			

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and Tampa Truck Driving School hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program

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completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research

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each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026 and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

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be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

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4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

   c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid

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within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

   pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

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Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

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have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Jennifer Henson / Melissa Moisa	Job Title: Management		
Institution Name: Tampa Truck Driving School			
Email: ap@drivebigrigs.com	Phone: #: (813) 405 - 0055		
Address: 6193 Jensen Rd	City: Tampa	State: FL	Zip: 33619

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill DR	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
Tampa Truck Driving School

Signature: Jennifer Henson

Print Name: Jennifer Henson

Title: CFO

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Date: 05 / 05 / 2026

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Training Provider

Instituion	Tampa Truck Driving School
Street Address	6193 Jensen Rd Tampa, FL 33619
Contact Person	Jennifer Henson / Melissa Moisa
Contact Email	jen@drivebigrigs.com / melissa@drivebigrigs.com
Contact Phone Number	813-405-0055

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
(If you need to add additional columns please do so)

		1	2	3	4
1	Program Title	Class A CDL Training			
2	SOC	53-3032			
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes			
4	License #	5380			
5	Tuition	$ 6,000.00			
6	Expiration Date				
7	Book Cost	$ -			
8	Lab Fee	$ -			
9	Physical/ Medical Cost	$ 125.00			
10	Uniforms	$ -			
11	Certification, Lisensure or Testing Cost	$ 81.25			
12	Other Costs	$ 150.00			
	Total Cost	**$ 6,356.25**			
	For July 2024 through June 2025				
13	Is program eligible for Pell Grant	No			
14	Total number of persons enrolled in training program	1159			
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	28			
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	9			
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	4			
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	1762			
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	34			
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	7			
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	1762			
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	34			

22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	7			
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	1762			
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	34			
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	7			

		1	2	3	4
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Certificate of Completion			
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	No			
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No			
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	53-3032			
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	Must be able to read, write and speak English. Must have a valid drivers license.			
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)				

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and UMA Education, Inc. d/b/a Ultimate Medical Academy hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled, only if Training Provider's admission's criteria has been satisfied, only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors. Training Provider shall communicate to CareerSource Pasco Hernando its admission's criteria to ensure eligible individuals are in compliance prior to referral. Training Provider also agrees that its admission's criteria will be applied in the same manner to referrals as its general student body.

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The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. Such tuition shall also be applied in the same manner at is general student body. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. Course content, teaching strategy, and overall program descriptions shall be the exclusive responsibility of Training Provider. Training Provider shall ensure such course content, teaching strategy, and overall program descriptions are meeting regulatory and accreditation standards. Nothing in this Agreement shall give CareerSource Pasco Hernando the right to review, edit, or modify Training Provider's courses, provided such courses remain compliance with regulatory and accreditation standards.

5. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

6. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

7. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

8. The Training Provider will seek and coordinate other funding sources for WIOA students in accordance with Training Provider's normal procedures. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students so long as each student has a signed FERPA release on file. CareerSource Pasco Hernando has the discretion to require a FERPA release to be filled out by an eligible individual, as

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a condition of receiving any voucher issued by CareerSource Pasco Hernando. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

9. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

10. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

11. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

12. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

Subject to a FERPA release being on file, the Training Provide must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingprovider@careersourcepascohernando.com. Subject line should include subject matter being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

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A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. TUnder this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Chief Executive Officer of CareerSource Pasco Hernando or their designee) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on ___07/01/2026_____
and remain in effect until ____06/30/2027_____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees and the available WIOA funding is available. This Agreement shall automatically renew, unless terminated by either party as provided below.

A Related Party Training Provider requires annual approval by the board of directors of CareerSource Pasco Hernando.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall, in conformity with the general refund policies of Training Provider, refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds received by the Training Provider from CareerSource Pasco Hernando under this Agreement.

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into

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training will ever occur under this agreement, or if made are void.

5. CareerSource Pasco Hernando will make all payments for authorized eligible enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval prior to being applicable to this Agreement.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that it cannot hold the student accountable for any program costs that are attributable to this Agreement, unless the student and Training Provider have a separate agreement in which the student agrees to pay any costs themselves.

9. Payment Procedure

   a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. Subject to any FERPA release on file, the Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for..

   b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

   c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt in accordance with CareerSource Pasco Hernando billing procedures.

   d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. If a signed FERPA release is on file, the Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. If a signed FERPA release is on file, the Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the

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CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher. This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. Such subcontract, assignment or transfer of any rights or responsibilities is invalid against CareerSource Pasco Hernando, and CareerSource Pasco Hernando remains free to ignore such subcontract, assignment or transfer unless approved by CareerSource Pasco Hernando as provided hereunder. A written subcontract must be presented to CareerSource Pasco Hernando for consideration and approval. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

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1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider by providing thirty (30) days written notice. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement by written notice of such suspension. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment, or such payments will be barred. The Training Provider shall be entitled to receive the normal payment rate for any services performed hereunder prior to the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

   into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

   In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date or such late billing will be barred.

   CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando

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website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider. Both parties represent and warrant that person signing this Agreement is authorized to sign this agreement on behalf of such party.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Venue for any claims arising under the present agreement shall lie exclusively with the state courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando. As for a conflict of venue between Hernando County, Florida and Pasco County, Florida, such conflict shall be resolved by filing such action in the county where the cause of action arose.

L. CONFIDENTIALITY

Both Parties recognize they may have access to proprietary and confidential information concerning the other party's business, products, customers, and students ("Confidential Information").Confidential Information includes, but is not limited to, business records, customer lists, course materials, student information, and educational records Confidential Information shall also include all information in tangible or intangible form that is marked or designated as confidential or that, under the circumstances of its disclosure, would reasonably be considered confidential. Likewise, unless written consents is given, or required by a court order or subpoena of an administrative agency, both Parties will keep all records confidential to the extent required or allowed by applicable law, including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed under this Agreement or required by law. In the event of unauthorized use, commercialization, or disclosure of Confidential Information, the party providing the Confidential Information may seek temporary and permanent injunctive relief to enforce the

foregoing restrictions without any requirement to post bond or other security as a condition for such relief.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract. The obligation to indemnify or defend shall be contingent on (i) the defending party receiving timely written notice of the claim, suit, judgement, or damage, (ii) the implicated party agreeing not to enter into any negotiations or settlements that would bind the defending party without first consulting the defending party, and (iii) if requested, the implicated party turning over complete defense of the claim, suit, or judgment, to the defending party.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name:Jody Bacon	Job Title:Assoc. Director		

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Institution Name:UMA Education, Inc.			
Email:jbacon@ultimatemedical.edu	Phone: #: (813___)283___- 5750__		
Address:9309 N. Florida Avenue Suite 100	City:Tampa	State:FL	Zip:33612

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Jerome Salantino	Job Title: Chief Executive Officer		
Email: jsalantino@careersourcepascohernando.com	Phone: #: 352-593-2225		
Address: PO Box 6589	Spring HIll	FL	34611

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

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P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution:
__UMA Education, Inc. d/b/a Ultimate Medical Academy_____

Signature: Jody Bacon
Jody Bacon (Jul 30, 2026 16:25:42 EDT)

Print Name: Jody Bacon

Title: Assoc Director of Business Office

Date: 07/30/2026

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Training Provider

Instituion	Ultimate Medical Academy
Street Address	9309 N. Florida Ave Ste 100, Tampa, FL 33612
Contact Person	Jody Bacon
Contact Email	jbacon@ultimatemedical.edu
Contact Phone Number	813-676-2236

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any
(If you need to add additional columns please do so)

		1	2	3	4	5	6	7
1	Program Title	Dental Assistant w/ Expanded Functions	Medical Assistant	Clinical Medical Assistant	Health Science - Clinical Medical Assistant	Medical Administrative Assistant	Medical Office Billing Specialist	Medical Billing Coding
2	SOC	31-9091	31-9092	31-9092	31-9092	31-9092	43-6013	43-6013
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	1606	1606	1606 & 4379	1606 & 4379	4379	4379	4379
5	Tuition	$ 12,350.00	$ 20,187.50	$ 16,387.50	$ 29,212.50	$ 18,050.00	$ 18,525.00	$ 18,050.00
6	Expiration Date							
7	Book Cost	included	included	included	included	included	included	included
8	Lab Fee	included	included	included	included	included	included	included
9	Physical/ Medical Cost	included	included	included	included	included	included	included
10	Uniforms	included	included	included	included	included	included	included
11	Certification, Lisensure or Testing Cost	included	included	included	included	included	included	included
12	Other Costs							
	Total Cost	**$12,350.00**	**$20,187.50**	**$16,387.50**	**$29,212.50**	**$18,050.00**	**$18,525.00**	**$18,050.00**
		DA	MA	CMA	HSCMA	MAA	MOBS	MBC
13	Is program eligible for Pell Grant	yes	yes	yes	yes	yes	yes	yes
14	Total number of persons enrolled in training program	57	90	8	28	2416	617	3826
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	4	12	0	0	3	0	3
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	8	18	0	0	1	0	3
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	0	0	0	0	0
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	22	49	0	0	2220	1032	6305
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	12	18	0	0	3	0	6
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	0	0	0	0	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	22	49	0	0	1535	1032	6305
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	12	18	0	0	3	0	6
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	0	0	0	0	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	17	27	0	0	850	205	3461
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	12	18	0	0	3	0	6
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	0	0	0	0
		1	2	3	4	5	6	7
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Diploma	Diploma	Diploma	Associates Degree	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	yes	yes	yes	yes	yes	yes	yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	no	no	no	no	no	no	no
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes - 31-9091	Yes - 31-9092	Yes - 31-9092	Yes - 31-9092/43-6013	Yes - 31-9092/43-6013	Yes - 43-6013	Yes - 43-6013

Training Provider

Instituion
Street Address
Contact Person
Contact Email
Contact Phone Number

new you will be applying for.

		8	9	10	11	12	13
1	Program Title	Medical Billing Coding Associate	Pharmacy Technican	Patient Care Technician	Phlebotomy Technician	Emergency Medical Technician	Nursing Assistant
2	SOC	43-6013	31-9095	31-1131	31-9097	29-2042	31-1131
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes	Yes	Yes	Yes	Yes
4	License #	4379	4379	1606	1606	4379	1606
5	Tuition	$ 29,925.00	$ 29,212.50	$ 14,962.50	$ 1,750.00	$ 4,000.00	$ 1,750.00
6	Expiration Date						
7	Book Cost	included	included	included	included	included	included
8	Lab Fee	included	included	included	included	included	included
9	Physical/ Medical Cost	included	included	included	included	included	included
10	Uniforms	included	included	included	included	included	included
11	Certification, Lisensure or Testing Cost	included	included	included	included	included	included
12	Other Costs						
	Total Cost	**$29,925.00**	**$29,212.50**	**$14,962.50**	**$ 1,750.00**	**$ 4,000.00**	**$ 1,750.00**
		MBCA	PHT	PCT	PHLB	EMT	NA
13	Is program eligible for Pell Grant	yes	yes	yes	no	no	no
14	Total number of persons enrolled in training program	15454	2267	38	20	44	47
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	1	0	0	10	39	7
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	1	0	7	8	14	3
16	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0	0	18	53	10
17	Total number of persons compleing this training program 2023-2025(this is a two year period)	12006	2649	85	38	114	120
18	Total number of WIOA funded persons compleing this training program 2023-2025 (this is a two year period)	2	0	7	18	53	10
19	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0	0	0	53	0
20	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	12006	2649	85	38	114	120
21	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	2	0	7	18	53	10
22	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2023-2025 (this is a two year period)	0	0	0	0	53	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	10007	521	70	21	114	92
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	2	0	7	18	53	4
25	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0	0	0	53	0
		8	9	10	11	12	8
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Associates Degree	Associates Degree	Diploma	Diploma	Diploma	Diploma
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	yes	yes	yes	yes	no	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	no	no	no	no	Yes - Crisis Center	Yes - CDC of Tampa and Orlando Health
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	62 - Health Care and Social Assistance	29 - Healthcare Practitioners and Technical Occupations	62 - Health Care and Social Assistance
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions	See Catalog for Program Descriptions
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	Yes - 43-6013	Yes - 292052	No - 31-1131	Yes - 31-9097	Yes - 29.2042	Yes- 31-1131

CareerSource
PASCO | HERNANDO

Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando,** hereinafter referred to as **CareerSource Pasco Hernando** and Withlacoochee technical College hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

   The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training

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Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.

4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.

5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.

6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.

7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.

8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.

9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

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needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACE REPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: **trainingprovider@careersourcepascohernando.com** Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.

B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.

C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.

D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on July 1, 2026

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and remain in effect until June 30, 2027 with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.
Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.

2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.

3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds

4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.

5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.

6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.

7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.

8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.

9. Payment Procedure

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a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.

b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.

c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid within thirty (30) days of receipt.

d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.

2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.

3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.

4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher . This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.

5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records.

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This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.

2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

   In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. It the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

   Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its

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performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under https://www.careersourcepascohernando.com/wioa in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

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Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Dawna Boley	Job Title: Asst. Director		
Institution Name: Withlacoochee Technical College (WTC)			

Email:boleyd@citursschools.org	Phone: #: (352___)726__-2430 ext 4317		
Address:1201 W Main Street	City:Inverness	State:FL	Zip:34450

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: Brenda Gause	Job Title: COO		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 727-484-3400		
Address: 16228 Spring Hill Dr	Brooksville	FL	34604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

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P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO HERNANDO

Signature:_____

Print Name:_____

Title:_____

Date: ____/____/_____

Name of Institution: Withlacoochee Technical College (WTC)

Signature: Colleen Strickland

Print Name: Colleen Strickland

Title: Director

Date: _05___/_27___/_2026____

Training Provider

Instituion:	Withlacoochee Technical College
Street Address	1201 W Main St
Contact Person	Dawna Boley
Contact Email	Boleyd@citrusschools.org
Contact Phone Number	352.726-2430 ext 4317

2026-2027

		1	2	3	4
1	Program Title	Floirda Law Enforcement Academy	Crossover from Correctional Officer to Law Enforcement Officer	Correctional Officer	Crossover from Law Enforcement Officer to Correctional Officer
2	SOC	33-3051	33-1011; 33-1012; 33-1099; 33-3012; 33-3021; 33-3051	33-3012	33-1011; 33-3012
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	FDLE and FLDOE	FDLE and FLDOE	FDLE and FLDOE	FDLE and FLDOE
4	License #				
	Tuition	$3,448.04	$1,512.56	$1,299.40	$651.16
5	Expiration Date	6/30/2026	6/30/2026	6/30/2026	6/30/2026
6	Book Cost	$27.83	$27.83	$23.06	$23.00
7	Lab Fee	$900.00	$250.00	$675.00	$110.00
8	Physical/ Medical Cost	$200.00	NA	$200.00	NA
9	Uniforms	$500.00	NA	$500.00	NA
10	Certification, Lisensure or Testing Cost	$100.00	$100.00	$100.00	$100.00
11	Other Costs	$253.81	$177.00	$245.90	$165.00
	Total Cost	$5,429.68	$2,067.39	$3,043.36	$1,049.16
	For July 2023 through June 2024				
12	Is program eligible for Pell Grant	Yes	No	No	No
13	Total number of persons enrolled in training program	59	9	44	1
14	Total number of WIOA funded persons enrolled in training program. 2022/2023	0	0	0	0
14 a	Total number of WIOA funded persons enrolled in training program. 2021/2022	0	0	0	0
15	Total number of WIOA funded persons from CareeSource Pasco Hernando enrolled in training program. 2021-2023 (this is a two year period)	0	0	0	0
16	Total number of persons compleing this training program 2021-2023 (this is a two year period)	0	0	0	0
17	Total number of WIOA funded persons compleing this training program 2021-2023 (this is a two year period)	0	0	0	0
18	Total number of WIOA funded persons from CareeSource Pasco Hernando completing this training 2020 - 2022 (this is a two year period)	0	0	0	0
19	Total number of persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2021-2023 (this is a two year period)	0	0	0	0
20	Total number of WIOA funded persons awarded a Recognized Postseconary Credential (or other credential, if appicable) 2021-2023 (this is a two year period)	0	0	0	0
21	Total number of WIOA funded persons from CareeSource Pasco Hernando awarded a Recognized Postseconary Credential (or other credential, if appicable) 2021-2023 (this is a two year period)	0	0	0	0
22	Total number of persons employed after completing the training program 2021-2023 (this is a two year period)	0	0	0	0
23	Total number of WIOA funded persons employed after completing the training program 2021-2023 (this is a two year period)	0	0	0	0
24	Total number of WIOA funded persons from CareeSource Pasco Hernando employed after completing the training program 2021-2023 (this is a two year period)	0	0	0	0

		1	2	3	4
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	State Officer Certification	State Officer Certification	State Officer Certification	State Officer Certification
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	no	no	no	no
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	FL Department of Law Enforcement	FL Department of Law Enforcement	FL Department of Law Enforcement	FL Department of Law Enforcement
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	9221	9221	9221	9221
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High School Diploma/GED or Hire	Correctional Officer SOCE	High School Diploma/GED or Hire	Law Enforcement Officer SOCE
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	333051	333051		

ACTION ITEM 5
In-Kind MOU/IFA Agreement – Hernando County School Board

Under Subtitle B, Section 121, of the Workforce Innovation and Opportunity Act (WIOA), the Local Workforce Development Board, in agreement with the Chief Elected Official for the area, is required to develop and enter into Memorandums of Understanding (MOU) and Infrastructure Funding Agreements (IFA) with required One-Stop Partner agencies.

The MOU/IFA describes the services to be provided through the American Job Center network, along with the methods used to fund infrastructure and shared system costs of the One-Stop delivery system. The agreements also establish methods to ensure access to workforce services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities. MOU/IFAs are required to be renewed at least every three (3) years in accordance with federal and state requirements.

The attached MOU/IFAs are made pursuant to the Workforce Innovation and Opportunity Act of 2014, the Rehabilitation Act of 1973, and applicable federal and state guidance governing One-Stop Partner collaboration. The purpose of these agreements is to establish and maintain a unified, coordinated, and effective workforce development service delivery system throughout Pasco and Hernando Counties through collaborative partnerships between Pasco-Hernando Workforce Board (PHWB) and local partner agencies.

These MOU/IFAs are intended to coordinate resources, reduce duplication of services, strengthen referral pathways, and ensure efficient delivery of workforce, education, supportive, and training services throughout the region.

Consistent with local infrastructure funding negotiations and WIOA guidance, PHWB is pursuing an in-kind infrastructure funding model whenever feasible. Under this model, partner contributions toward infrastructure and shared system costs may include non-cash contributions such as staff collaboration, referral coordination, co-enrollment support, shared facilities or technology usage, workshops, training services, outreach activities, and other mutually agreed upon workforce system support activities.

The estimated value of each partner agency’s contribution is formulated using a proportional cost allocation methodology consistent with WIOA infrastructure funding requirements and Uniform Guidance. Contribution levels are determined based on anticipated One-Stop system usage, relative benefit received from shared infrastructure and services, staffing presence, referral volume, collaborative activities, and allowable in-kind contributions supporting workforce system operations.

The agreement establishes the framework for coordinated workforce and educational services, shared referrals, co-location opportunities, student/customer workforce transition support, and collaboration required under the REACH Act and applicable WIOA provisions.

FOR CONSIDERATION

NOTE: The motion proposes recommending the items to the Consortium for approval. While these are recommendations, the final decision rests with the Consortium.

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board and Hernando County School Board for the period of July 1, 2026, through June 30, 2029, for consideration by the PHWD Consortium.

Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc.** dba **Career Source Pasco Hernando**

and

Hernando County School Board

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, ("CSPH"); and Hernando County School Board ("HCSB"). CSPH and HCSB are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One- Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and HCSB and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement ("IFA") establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

The Parties agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
    a. Adults
    b. Dislocated Workers
    c. Youth
    d. Job Corps
    e. YouthBuild
    f. Native American programs
    g. Migrant and seasonal farmer worker programs
2. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III
3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
4. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
5. The Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV (Division of Vocational Rehabilitation)
6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C.

10631)

14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:

1. Business Services:
   a. Make labor exchange activities and labor market information available to local employers.
   b. Develop relationships and networks with large and small employers and their intermediaries.
   c. Develop, convene, or implement industry/sector partnerships.
   d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
   a. Provide basic career services, including:
      1. Determinations of whether the individual is eligible to assistance;
      2. Outreach, intake, and orientation;
      3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
      4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
      5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
      6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
      7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
         a. Job vacancy listings in labor market areas;

b. Information on job skills necessary to obtain vacant jobs listed; and
c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;

8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
9. Information about how the local area is performing on local performance accountability measures;
10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:

1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
2. Development of an individual employment plan;
3. Group and/or individual counseling;
4. Career planning;
5. Short-term pre-vocational services;
6. Internships and work experiences that are linked to careers;
7. Workforce preparation activities;
8. Financial literacy services;
9. Out-of-area job search assistance and relocation assistance;
10. English language acquisition and integrated education and training programs.
11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated workerworkforce investment activities who

are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skills upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs;
9. Job readiness training;
10. Adult education and literacy activities;
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
4. Occupational skill training;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services;

8. Adult mentoring;
9. Follow-up services;
10. Comprehensive guidance and counseling;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually. Through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.

3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

D. Cross Referral. The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:

1. Reviewing their individual program policies, procedures, and processes them to the extent allowed by each program's specific laws and better serve customers through cross referral, sequential, or co-enrollment best benefit the customer.
2. Using established methods for follow-up and reporting to each other services provided to the customer and the outcomes obtained.

E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).

F. Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.

G. Accessibility. The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority services to recipients of public assistance, other low-income individuals, or individuals who have skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the

Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either co-locate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026 whichever is later, through June 30, 2029, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.
E. This MOU may not be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U.S. mail

Section 8. Termination

A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).

B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 4440 Grand Blvd, New Port Richey, FL 34652.
C. All notices required to be given to HCSB under this MOU shall be sufficient when emailed, hand-delivered or mailed to HCSB at its office located at 919 North Broad Street, Brooksville, FL 34601, addressed to the Superintendent, with copies to the School Board Attorney, located at 919 North Broad Street, Brooksville, FL 34601.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

Confidentiality. The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply

with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals. To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 20. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 21. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____

Approved by:

Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Hernando County School Board

Name: Shannon Rodriguez
Signature: Shannon Rodriguez
Title: Vice Chair
Date: 6-9-26

Approved as to Legal Sufficiency
Caroline I. Mockler, Esq.
Staff Counsel, HCSD
4:18 pm, 04/30/2026

Attachment 1: Partner Services

Each Partner commits to cross-training of staff, as appropriate, providing other professional learning opportunities that promote continuous quality improvement and further promote system integration to the maximum extent feasible, and permissible under state and federal law through:

- Effective communication, information sharing, and collaboration with CareerSource Pasco Hernando,
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures,
- Leveraging resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.
- Coordinate with CareerSource Pasco Hernando to provide access to its workforce services and programs through the One-stop system in accordance with published policies and procedures which include the way the services will be coordinated and delivered through the One-stop system.
- Coordinate with CareerSource Pasco Hernando to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop system.
- Coordinate with CareerSource Pasco Hernando for the funding of the infrastructure costs of the One-stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151, and any infrastructure funding

mechanism requirements issued by the State of Florida.

- Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop system.

Provide feedback to CareerSource Pasco Hernando management regarding the performance of the partnership, including its effectiveness and success.

CareerSource Pasco Hernando

The CLEO has designated CareerSource Pasco Hernando to act as the administrative entity, grant recipient and fiscal agent for Pasco and Hernando County. CareerSource Pasco Hernando will perform the following functions:

- Review this MOU and solicit feedback from the Partner regarding improvements, changes, and/or additions, not less than once in every three-year period.
- Coordinate with the Partner to provide access to workforce services and programs through the One-stop system in accordance with published policies and procedures, which include the manner in which the services will be coordinated and delivered through the One-stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA);

  Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
- Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop system.
- Coordinate with the Partner for the funding of the infrastructure costs of the

One-stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.

- ❖ Maintain the statewide "CareerSource" branding of each center.
- ❖ Maintain and operate at least one comprehensive One-stop center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday, excluding holidays and emergency situations.
- ❖ Provide an area for the Partner's meetings and/or co-location as space permits.
- ❖ Model CareerSource Pasco Hernando core values and maintain a professional working environment.
- ❖ Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- ❖ Implementing a continuous quality improvement program.
- ❖ Leading Partner meetings in strategic planning for career center activities and staff team meetings.
- ❖ Planning and conducting facility safety drills for fire, tornado, hurricane evacuation situations, etc. to include the provision to all occupants with information about facility safety issues.
- ❖ Facilitating the development and enforcement of dress standards through the career center Partner management team.
- ❖ Scheduling and managing the use of common areas in each facility.
- ❖ The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

Individual Partner Contribution of Services

Provision of Services:

CareerSource Pasco Hernando agrees to provide the following:

- Refer students to GED, postsecondary, ABE and/or ESOL program through the Crosswalk online referral platform.
- Provide informational documentation, such as fliers and program information.
- Provide employment placement assistance if the student meets the financial criteria, attendance, and provides the required documentation.
- Resume writing, interviewing and career preparation services in schools in coordination with the teachers as part of the curriculum.
- Coordinate tours and educational guest speakers from post-secondary schools in order to assist students in knowing their options after graduation.
- Coordinate activities that provide students with direct exposure to the local workforce i.e., guest speakers in schools, industry tours and career fair events.
- Assist students with job placement services based on areas of study, and needs of businesses in our community.
- Active member of advisory boards for various academies throughout both districts.

The Hernando County School Board agrees to provide the following:

- Hernando Adult Education Program refers students to CareerSource Pasco Hernando for needed services through the Crosswalk online referral platform.
- Accept and process customers/students referred by other Pasco Hernando One-Stop System agencies/organizations to determine their eligibility for Adult Basic Education/GED, Title 1 Literacy and Career and Technical education services.

- List job openings through CareerSource Pasco Hernando. Refer customers demonstrating interests in, and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando, or the Pasco-Hernando Workforce Board receive prior approval from appropriate marketing staff.
- Ensure HCSB staff attend, participate in and contribute to Pasco Hernando One-stop system cross training activities designed to increase partner awareness of services available.
- Participate in the development and implementation of other One-stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by HCSB is entered into state and local data collections systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of HCSB's operations. Provide this information to the One-stop Operator at least quarterly.
- The Hernando Adult Education Program agrees to maintain a presence within the local CareerSource Pasco Hernando office in order to better assist students.
- Distribute the information provided by CareerSource Pasco Hernando to students.
- Inform CareerSource Pasco Hernando of student's attendance and progress.
- Provide wages and fringe benefits for all HCSB staff assigned to positions within the Pasco Hernando One-stop.
- Fund all HCSB supplies, and resource materials related to the delivery of HCSB services.
- Pay the HCSB portion of costs for office spaces and common area usage as agreed to by HCSB, CSPH and the One-stop operator.

Attachment 2: Additional Terms and Conditions

Each party agrees to comply with, perform, and be bound by all terms, conditions, obligations, and duties set forth below.

A. Data-Sharing: Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

   a. Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

   b. All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

      i. Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
      ii. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
      iii. All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR Part 603.
      iv. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
      v. Customer data may be shared with other programs, for those program's purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
      vi. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
      vii. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

c. All one-stop career center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

B. The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU and IFA. None of the Parties intend to directly or substantially benefit a third party by this MOU and IFA. The Parties agree that there are no third-party beneficiaries to this MOU and IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU and IFA.

C. Monitoring

CSPH or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

1. Federal awards are used for authorized purposes in compliance with law, regulations, and state policies,
2. Those laws, regulations, and policies are enforced properly,
3. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
4. Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
5. Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
6. All MOU terms and conditions are fulfilled.

All parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

D. Indemnification

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State for the consequences of any act or omission of any third party. The Parties acknowledge CSPH and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center

employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of CSPH or the one-stop operator.

E. Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

F. Drug and Alcohol-free Workplace

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if any employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

G. Certification Regarding Lobbying

All parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

H. Debarment and Suspension

All parties shall comply with the debarment and suspension requirements (E.0.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

I. Priority of Service

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S. C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c}(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

ACTION ITEM 6
Approval of CareerSource Pasco Hernando Policies

FloridaCommerce established a process for Local Operating Procedures (LOPs) to coincide with the release of new and revised administrative policies. This process is intended to provide local workforce development boards (LWDBs) with the oversight and support necessary to administer workforce programs in compliance with federal and state requirements.

As CareerSource Florida and FloridaCommerce issue new or revised statewide policies and guidance, CareerSource Pasco Hernando (CSPH) must review and update its local policies and procedures to maintain alignment and support consistent program administration.

The policies presented for approval have been updated to incorporate applicable state and federal requirements, clarify local responsibilities and procedures, and support consistent service delivery, documentation, oversight, and performance across CSPH programs and operations.

Summary of Policies for Approval

Policy	Purpose and Key Update
WIOA Eligible Training Provider List (ETPL) Policy	Adopts FloridaCommerce Administrative Policy 090 as CSPH's local ETPL policy and establishes requirements for provider and program eligibility, Board approval, performance reporting, monitoring, continued eligibility, suspension, removal, and reapplication.
Staff Training and Credentialing	Aligns CSPH's staff training and credentialing requirements with CareerSource Florida Workforce Policy 092, including Tier I certification, required cross-training, continuing education, documentation, and role-specific professional development. The policy was updated to require applicable employees to take their first Tier I certification attempt within the first 30 days of employment and obtain Tier I certification within 60 days of employment. Employees who do not obtain the required Tier I certification within the 60-day timeframe may be subject to termination.
WIOA Registered Apprenticeship	Updates CSPH's approach to registered apprenticeship and pre-apprenticeship programs, employer engagement, related technical instruction, participant eligibility, WIOA funding, performance outcomes, and coordination with the Florida Department of Education and Apprenticeship Training Representatives.

On-the-Job Training	Clarifies CSPH's requirements for developing and administering OJT opportunities, including employer eligibility, standardized contracts, participant suitability, wage reimbursement, monitoring, documentation, co-enrollment, and performance expectations.
Emergency Response and Disaster Recovery	Establishes CSPH's roles and responsibilities before, during, and after an emergency, including continuity of operations, office closures and notifications, Rapid Response coordination, disaster-related services, Disaster Recovery Dislocated Worker Grants, partner coordination, and recovery performance measures.
WIOA Adult and Dislocated Worker Eligibility	Provides local requirements for determining and documenting WIOA Adult and Dislocated Worker eligibility and access to career and training services, including priority considerations, self-sufficiency, funding coordination, and program accountability.
HOPE to Prosperity (HOPE Florida)	Updates CSPH's local HOPE Florida referral, engagement, joint case management, service delivery, Employ Florida coding, documentation, supportive service, training, work-based learning, and outcome-tracking procedures.
SNAP Service Flow	Updates the standardized regional service flow for the Supplemental Nutrition Assistance Program Employment and Training program, including participant engagement, assessment, component assignment, case management, documentation, compliance, and service delivery expectations.
Veteran Intake and Priority of Service	Aligns CSPH's veteran intake and Priority of Service procedures with CareerSource Florida Workforce Policy P111. Updates include identification at point of entry, verbal and written notification, qualifying employment barrier screening, DVOP referral and follow-up, Employ Florida documentation, co-enrollment, record retention, signage, and annual staff training requirements.

FOR CONSIDERATION

Approval the CareerSource Pasco Hernando policies identified above and authorize staff to implement the policies and make non-substantive administrative, or formatting corrections as needed, provided such corrections do not alter the policies' intent or requirements.

CareerSource PASCO | HERNANDO **Region 16 Local Operating Policy**	**Policy Number** **X**

Title:	**Eligible Training Provider List (ETPL)**
Effective:	
Revised:	**N/A**

DISTRIBUTION: All CareerSource Pasco Hernando (CSPH) employees and partner staff providing direct workforce services within CSPH career centers.

PURPOSE AND SCOPE

This policy provides guidance to CSPH staff and post-secondary training providers of training services and programs funded under the Workforce Innovation and Opportunity Act (WIOA), regarding the Eligible Training Provider ("ETP") requirements. The document provides guidelines for: the initial and subsequent determination of eligibility of training providers; the federal and state requirements for training providers; performance standards, the reporting of data and the removal provisions for training providers.

BACKGROUND

WIOA requires CSPH to establish criteria, information requirements and procedures regarding the eligibility of providers of training services to receive funds provided under section 133(b), WIOA, for the provision of training services in Local Workforce Development Board (LWDB) 16.

This policy describes the process for determining eligible training providers for WIOA Title I-B adult and dislocated worker training participants and for publicly disseminating the list of these providers with relevant information about their programs. CSPH emphasizes informed consumer choices, job-driven training, provider performance, and continuous improvement. The quality and selection of providers and training services and programs is vital to achieving these core principles. The CSPH Eligible Training Provider List ("ETPL") and the related eligibility procedures ensure the accountability, quality and labor-market relevance of training services and programs that receive funds through WIOA Title I-B. The CSPH ETPL is also a means of ensuring informed customer choice for individuals eligible for training. In administering the eligible training provider process, CSPH will work to ensure that qualified providers, offering a wide variety of job-driven training programs, are available. CSPH's ETPL is made publicly available online through the CSPH website. The ETPL is easily available in an electronic format, is accompanied by relevant performance and cost information and is presented in a way that is easily understood, to maximize informed customer choice and serve all significant population groups.

POLICY

CareerSource Pasco Hernando adopts FloridaCommerce Administrative Policy 090, Eligible Training Providers List Requirements, as its local ETPL policy and agrees to follow all applicable state and federal requirements governing the eligibility, approval, administration, monitoring, and removal of Eligible Training Providers and programs of study. Local procedures

established by CareerSource Pasco Hernando shall supplement, but not conflict with, the requirements of FloridaCommerce Administrative Policy 090.

The CSPH Board of Directors is responsible for approving eligible training providers of occupational skills training services and related training programs for the region's targeted occupations. A process for application, contracting, and maintaining a list of training providers is outlined below and is consistent with CareerSource Florida Administrative Policy Number 90, WIOA Eligible Training Provider List.

1. The Board reserves the right to withhold approval on any program applications deemed incomplete, or on programs considered unsuccessful based on cost, reported completion and outcome rates based on established entry criteria and ongoing performance outcomes.
2. The Board reserves the right to allow the CEO or designee the right to suspend enrollment and/or terminate any relationship with an approved training institution based on failure to comply with the terms and conditions provided within this policy and/or Training Provider agreement. Suspension of enrollment may also be based on programs considered unsuccessful due to a significant number of students obtaining employment outside of the field of study and/or completion/outcome rates. This information will be presented to the Workforce Performance Committee or the CSPH Executive Committee for final determination and action.

Training Providers and Programs Subject to ETP Requirements

Eligible providers of training services programs ("ETP") are entities that are eligible to receive WIOA Title I-B funds for adult and dislocated worker participants who enroll in training services programs through "Individual Training Accounts" ("ITA"). ITAs may also be used for WIOA Title I Youth funds to provide training to older, out-of-school youth, ages 18 to 24. To be eligible to receive training funds under Section 133(b), WIOA, the ETP shall be:

1. **Higher Education:** An institution of higher education that provides a program that leads to a recognized postsecondary credential, or;
2. **Apprenticeship Programs:** An entity that carries out programs registered under the Act of August 16, 1937 (commonly known as National Apprenticeship Act (NAA) (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.), or;
3. **Other Public/Private Providers**: Other public or private providers of training services programs, which may include joint labor-management organizations, pre-apprenticeship programs and occupational/technical training, or
4. **Adult Education and Literacy Activities**: Providers of adult education and literacy activities under title II if such activities are provided in combination with occupational skills training.
5. **Targeted Occupation List (TOL) Compliance**: Except for exempt training providers, all other training providers' programs shall be for training for occupations on the applicable Local Board TOL, current at the time of training, to be eligible to receive training funds under Section 133(b), WIOA.

Exempt Eligible Training Providers

Entities that carry out apprenticeship programs registered under the National Apprenticeship Act (NAA) (50 Stat. 664, Chapter 663; 29 U.S.C. 50 et seq.) are exempt from "Initial" and "Continued Eligibility" application procedures. Registered apprenticeship programs are to be included and maintained on the ETPL if the corresponding program remains registered and will remain on the ETPL until it is deregistered or until the registered apprenticeship program notifies

the Florida Department of Commerce in writing that it no longer wants to be included on the ETPL. Exempt eligible training providers shall not be subject to the below section on Collection and Dissemination of Information.

When a postsecondary educational institution or an entity providing apprenticeships offers training services programs that do not meet the requirements under the criteria listed above (as examples; not degree or certificate-based, or not a registered apprenticeship), they must also apply through the “Initial Eligibility” application procedure.

Information Requirements to Establish Initial Eligibility

Providers of training services programs seeking Initial Eligibility receive Initial Eligibility for only one year, after which they may seek Continued Eligibility. The provider shall supply verifiable program-specific performance information pursuant to criteria established by CSPH for the area in which the provider applies to provide training services and programs that supports the provider’s ability to serve participants under WIOA Section 122. This information shall include as a minimum, but is not limited to:

1. Verification the provider is licensed, certified, or otherwise authorized under Florida law to provide training services programs. (This applies to in-state and out-of-state providers.)
2. A detailed description of each training services program the applicant intends to provide.
3. Information on the cost of attendance, including, but not limited to, tuition and fees.
4. Whether the training program leads to an industry-recognized credential, including recognized postsecondary credential, identifying that credential.
5. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
6. Whether the provider has developed the training in partnership or collaboration with a business or industry (identifying the business or industry).
7. Identify the in-demand industry sectors and occupations which best fit with the training program.
8. A description of the prerequisites or skills and knowledge required prior to the commencement of training.
9. Verification that the training program is for an occupation on the CSPH TOL.

Application

1. Except for previously specified exempt training providers (registered apprenticeships), all applications for WIOA Initial Eligibility must be submitted to CSPH to provide training services. The training provider must specifically identify the program(s) it intends to provide for each local area. The training provider shall provide the information described above to CSPH in a manner that will permit CSPH to decide on inclusion of the training provider on the local ETPL.
2. A provider that receives Initial Eligibility for any program shall be subject to all the requirements for that program even after Initial Eligibility expires.
3. Registered apprenticeship programs are not subject to the Initial Eligibility criteria or application requirements. While registered apprenticeships are automatically eligible, not all registered apprenticeship programs may want to be included on the list. Registered apprenticeship programs shall automatically be included on the state ETPL until such time as the program:
    a. Loses its registration; or
    b. Notifies the state in writing that it wants to be removed from the ETPL.

4. CSPH will establish its own application procedure for Initial Eligibility and Continued Eligibility for training providers.

Additional Eligibility Information and Criteria

Pursuant to section 122(b)(3), WIOA, CSPH, through local policy, may establish additional criteria and required information for program eligibility within its local area. This may include setting required levels of performance as criteria for training providers (and their programs) to become or remain eligible to provide training services programs in LWDB 16. Training providers are advised that the same program(s) approved for some local areas may be denied for other local areas based on local criteria and/or need. Only the training providers and training provider programs approved by CSPH will be listed on the ETPL.

Local Board ETPL Policy and Procedures

Local boards must establish local ETPL policy and procedures for the approval of providers and programs that includes, but is not limited to, the information below. CSPH identifies:

1. The method for public notification of the local approval process for the approval of eligible training providers is to post the Eligible Training Provider application and approval process on the website at www.careersourcepascohernando.com.
2. Local criteria, which are in addition to the WIOA-required criteria for Initial Eligibility and Continuing Eligibility training providers, includes:
    a. **Training ITA Cap:**
        i. Training customers may receive training assistance under ITA services.
        ii. OJT or Work-based Training
        iii. ITA + Work-Based Training (Combined Cap)
3. **Training Provider or Program Removal**: The process for adding and deleting training providers and training provider programs to or from the local ETPL is as follows:
    a. Programs and/or approved Training Providers will be removed from the local ETPL when:
        i. A training provider and/or training program fails to meet accreditation, licensure, and/or required levels of performance.
        ii. A training provider is determined to have supplied inaccurate information or to have violated any provision of WIOA. A provider whose eligibility is terminated under these conditions may be liable to repay all WIOA adult, dislocated worker and youth training funds received during the period of noncompliance.
        iii. A training provider fails to provide student performance data to FETPIP and/or CIE as required.
        iv. CSPH shall not approve, maintain, or fund through WIOA Title I Individual Training Accounts any provider or program of study that has been denied, deactivated, or removed from the State Eligible Training Provider List by FloridaCommerce. Training providers seeking reinstatement must satisfy all applicable state initial eligibility requirements and receive approval from FloridaCommerce before becoming eligible for WIOA-funded training services within the CareerSource Pasco Hernando service area.
4. The process for listing of approved training providers and training provider programs, the listing of the local ETPL and the listing of the State ETPL on the One-Stop website for CSPH is to update the ETPL on the website whenever there is a board approved change to the listing of training providers and programs, ensuring that this most updated version is available. The posted location is easily accessible by training providers and the public.

5. The process for the local board listing, solely at the local board's discretion, on its local ETPL, training providers and training provider programs approved elsewhere in Florida when the training provider has not applied in that local area, provided they meet the local board's needs and criteria.

Information Requirements to Establish Continued Eligibility

1. **Two-Year Renewals:** After a training provider has completed the Initial Eligibility period of at least one full year, all eligible training providers must submit applications for Continued Eligibility every two (2) years to maintain their eligibility. Applications for Continued Eligibility must be submitted three (3) months before eligibility expires. Once on the ETPL, the Continued Eligibility application is required. Removal from the ETPL for a period does not return the training program to an Initial Eligibility status unless the training provider's Continued Eligibility status is removed.
2. **Information**
   Each Continued Eligibility applicant shall supply the following information:
   a. Verification the provider is licensed, certified, or otherwise authorized under Florida law (if applicable) to provide training services programs. This applies to in-state and out-of-state providers. If an out-of-state provider, the section on out-of-state providers also applies.
   b. The total number of persons enrolled in the program.
   c. The total number of participants enrolled in the program.
   d. The total number of persons completing the program.
   e. The total number of participants completing the program.
   f. The total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable),
   g. The total number of participants awarded a Recognized Postsecondary Credential (or other credential, if applicable.)
   h. The total number of persons employed after completing the program.
   i. The total number of participants employed after completing the program.
   j. Information on cost of attendance, including costs of tuition and fees, for participants completing the program.
   k. Information on Recognized Postsecondary Credentials (or other credentials, if applicable) received by such participants.
   l. Whether the credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder.
   m. Description of how the provider will ensure access to training services programs throughout the State, including in rural areas, and through the use of technology (if applicable).
   n. Description of how the training services programs serve individuals who are employed and individuals with barriers to employment.
   o. Information reported to State agencies with respect to Federal and State training services programs (other than the program carried out under this subtitle), including one-stop partner programs.
   p. Such other factors as CSPH determines are appropriate to ensure:
      i. the accountability of the providers.
      ii. that the one-stop center(s) will ensure that such providers meet the needs of local employers and participants.
      iii. the informed choice of participants among training services providers; and

iv. any additional eligibility and criteria as specified by CSPH.

3. **Florida Education and Training Palcement Information Program (FETPIP) Information**
   Those training providers who have reported any of the above information to FETPIP may utilize FETPIP information in their applications.
4. **Application**
   a. Except for previously specified exempt training providers (registered apprenticeships), all applications for WIOA Continued Eligibility must be submitted to CSPH to provide training services. The training provider must specifically identify the program(s) it intends to provide for each local area. The training provider shall provide the information described in subparagraph Information Requirements to Establish Initial Eligibility above to CSPH in a manner that will permit CSPH to decide on inclusion of the training provider on the local ETPL. A provider that receives Continued Eligibility under this paragraph for any program shall be subject to all the requirements for that program even after such Continued Eligibility expires.
   b. Registered apprenticeship programs who chose to remain on the ETPL are not subject to the Continued Eligibility application process.

Exceptions to the ETPL Policy Requirements

There are exceptions to the required use of the ETPL for ITA funded training. In situations covered by these exceptions, a contract for services may be used to provide for training instead of the ETPL.

a. Work-Based Training
On-the-job ("OJT") training, customized training, incumbent worker training, internships, paid or unpaid work experience and transitional employment are not included in the ETPL and therefore are not subject to the eligibility requirements. CSPH will identify the criteria for selecting such contractors in local policy in the Local Plan, and any performance information required by the State will be specified in the specific policies for those types of training.

b. Insufficient Number of Providers
When CareerSource Pasco Hernando determines there are an insufficient number of eligible providers in the Local Area to accomplish the purpose of an ITA, CSPH may use providers not on the ETPL only if a process is used for training provider selection previously approved in the Local Plan. The Local Plan must describe how this determination is to be made and the process for contracting training service providers.

Eligible Training Provider List and Information to Assist Participants in Choosing Providers

1. **Eligible Training Provider List**
   The Florida Department of Commerce shall annually prepare on or before January 31 of each year a Florida statewide Eligible Training Provider List from the information received from the Local Boards' selection of ETPs. The ETPL may be updated during the year at Florida Commerce's discretion. To facilitate and assist participants in choosing employment and training activities and in choosing providers of training services programs, CSPH shall ensure there is an appropriate number of ETPs offering program(s) in the Local Area. Each participant shall be given access to accompanying information identifying the recognized postsecondary credential offered by the provider and other

appropriate accompanying information as described in section “Information Requirements to Establish Continued Eligibility. The ETPL shall be provided to all the local boards in the state and made available to such participants and to members of the public through the one-stop delivery system in the state.

2. **Accompanying Information**
   The accompanying information shall include, but is not limited to:
   a. Continued Eligibility section information listed, and Performance Reporting section supplied by such providers, disaggregated by local areas served.
   b. Initial Eligibility section information listed supplied by such providers, disaggregated by local areas served.
   c. Other information as CSPH determines to be appropriate.
3. **Availability and Limitation**
   The ETPL and the accompanying information shall be made available to such participants and to members of the public through the one-stop delivery system. In carrying out the requirements of this subsection, no personally identifiable information regarding a student, including a social security number, student identification number, or other identifier, may be disclosed without the prior written consent of the parent or student in compliance with section 444 of the General Education Provisions Act (20 U.S.C. 1232g).
4. **Public Opportunity to Comment**
   In establishing criteria, information requirements, procedures, and the list of eligible providers, both the State for the state policy/statewide ETP list and CSPH for the LWDB 16 policy/Local Area ETP list shall provide an opportunity for interested members of the public to make recommendations and submit comments regarding such criteria, information requirements, procedures, and list.

Enforcement

1. **Supplying Inaccurate Information**
   Upon a determination that a provider of training services programs, or an individual providing information on behalf of the provider, violated this policy or WIOA by supplying inaccurate information, the eligibility of such provider to receive funds under Chapter 3 shall be terminated for a period of time that is not less than two (2) years and the provider’s program shall be removed from the ETPL for the same length of time. The provider may be excused if the supplying of inaccurate information was unintentional but the burden of proof of that defense is upon the provider.
2. **Substantial Violation**
   Upon a determination that a provider of training services programs substantially violated a requirement or requirements under this policy or under WIOA, the eligibility of such provider to receive funds under Chapter 3 (as stated in section 122(f)(1)(B), WIOA) for the program involved shall be terminated for a period of not less than two years and the provider’s program shall be removed from the ETPL for the same length of time. Substantial Violation may be construed to be one or more egregious violations in a short period of time or numerous minor violations over a longer period.
3. **Removal**
   A training provider or its programs may be removed for failing to comply with this policy, WIOA, State of Florida and/or CSPH requirements, or when the training program is no longer needed or desired, or for cause. For cause shall include,

but not be limited to, engaging in fraud or other criminal acts, incapacity, unfitness, neglect, incompetence, irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance.

4. **Unlawful Remuneration**
   An ETP's offer of unlawful remuneration to attract participants shall result in the eligibility of such provider to receive funds under Chapter 3 (as stated in section 122(f)(1)(B), WIOA) for the program involved to be terminated for a period of not less than two years and the provider's program shall be removed from the ETPL for the same length of time.
5. **Repayment**
   A provider of training services programs whose eligibility is terminated under paragraph (1), (2) or (3) above shall be liable for the repayment of funds received under Chapter 5 of Subtitle B of Title I of the Workforce Investment Act of 1998, as in effect on the day before such date of enactment, or "Chapter 3 of this subtitle" (as stated in section 122(f)(1)(C), WIOA) during a period of violation described in such subparagraph.
6. **Continued Eligibility Status may be Removed**
   A Continued Eligibility provider of training services programs whose eligibility is terminated under paragraph (1), (2) (3) or (4) above may, at the Florida Department of Commerce's discretion, lose its status as a Continued Eligibility training provider (see section Continued Eligibility) and may be required to reapply as an Initial Eligibility training provider before being allowed to provide services
7. **Construction**
   The above subsections Enforcement (1-5) shall be construed to provide remedies and penalties that supplement, but shall not supplant, civil and criminal remedies and penalties specified in other provisions of law.

Collection and Dissemination of Information

ETP Reports to FETPIP and Employ Florida:

ETPs must report participants' data for each approved program to the Florida Education & Training Placement Information Program (FETPIP) pursuant to section 445.004(9)(e) and Employ Florida (EF) once accommodations have been completed for reporting. Florida law requires that educational and workforce training providers report student/participant performance data for each of their training programs to FETPIP. Florida school districts, community colleges, state colleges and state universities report their data directly to FETPIP. Other institutions that wish to be approved as a WIOA ETP must become licensed with the Commission for Independent Education (CIE), when applicable, which coordinates the gathering and analysis of student performance data with FETPIP. Institutions providing secondary training, education or skills that wish to be approved as a WIOA ETP must maintain regional AdvancED/SACS accreditation as a secondary public or private school district.

Appeals

For an appeal against any decision made by CSPH, the appellant shall follow the appeals procedure established in the CSPH local plan. For an appeal against any decision made at the state level, the appellant shall follow the appeals procedure established by the Florida Department of Commerce.

Out-of-State Training Providers

Out-of-state postsecondary institutions that are not operating within the State of Florida and are not required to be licensed by the Commission of Independent Education (CIE) must provide the following information to CSPH if it wishes to do business in this region:

1. Performance information for each program for which it seeks approval, AND
2. Evidence that the institution (and applicable programs) is accredited by an accreditation agency approved by the United States Department of Education, AND
3. Evidence that the institution meets the licensing requirements of its home state, AND
4. Evidence that the institution is on its state's ETPL, AND
5. Evidence that the specified training program is not available in the State of Florida.

To provide performance information for its programs, out-of-state providers are required to report their student completer data to FETPIP to the extent feasible under established reporting mechanisms.

References

- CareerSource Florida Administrative Policy # 90: WIOA Eligible Training Providers List https://careersourceflorida.com/wp-content/uploads/2026/02/P90-WIOA-ETPL.pdf
- Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf
- 20 Code of Federal Regulations (CFR) 680.400 et seq., Subpart D – Eligible Training Providers https://www.ecfr.gov/current/title-20/chapter-V/part-680/subpart-D
- Training and Employment Guidance Letter (TEGL) No. 8-19 and TEGL No. 8-19, Change 1 https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-08-19-change-1
- TEGL No. 13-16 https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-13-16
- TEGL No. 3-18 https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-03-18
- TEGL No. 21-22 https://www.dol.gov/agencies/eta/advisories/tegl-21-22
- Section 445.003(7)(b), Florida Statutes (F.S.) http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0445/Sections/0445.003.html
- Section 445.004(4)(h), F.S. http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0445/Sections/0445.004.html
- Section 1005.21, F.S. http://www.leg.state.fl.us/Statutes/index.cfm/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1005/Sections/1005.21.html
- Section 1008.39, F.S. http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String&URL=1000-1099/1008/Sections/1008.39.html

Region 16 Local Operating Policy	**Policy Number** **X**

Title:	**Staff Training and Credentialing**
Effective:	
Revised:	**N/A**

DISTRIBUTION: All CareerSource Pasco Hernando employees and partner staff providing direct workforce services within CSPH career centers.

PURPOSE AND SCOPE

CareerSource Pasco Hernando (CSPH) shall ensure that all workforce staff meet the credentialing and training standards established by CareerSource Florida and FloridaCommerce. These standards are designed to ensure that staff are knowledgeable, well-trained, and equipped to deliver high-quality workforce services to jobseekers and employers in Pasco and Hernando counties.

CareerSource Florida Workforce Policy O92 requires all Local Workforce Development Boards to ensure their staff meet minimum credentialing and training standards.

As the Local Workforce Development Board for Pasco and Hernando counties, CSPH must adopt local operating procedures that ensure:

- Staff complete Tier I certification.
- Staff complete FL WINS cross-training.
- Staff meet annual Continuing Education Unit (CEU) requirements.
- Staff receive specialized training based on their assigned role.

POLICIES AND PROCEDURE

1. **Staff Covered – applies to:**
   a. Frontline staff providing services to jobseekers or employers.
   b. Eligibility and case management staff.
   c. Business Services staff.
   d. Program staff (WIOA, WTP, Wagner-Peyser, JVSG, special grants).
   e. Supervisors and managers overseeing workforce services.
   f. Partner staff performing direct services in CSPH career centers.

   Each staff member is responsible for completing required training on time, which includes tracking and submitting training documentation.

2. **New Hire Training Requirements (First 60 Days)**
   All newly hired staff providing direct services must complete the following within sixty calendar days of their hire date:

a. FL WINS Cross- Training, including:
    i. Introduction to FL WINS.
    ii. FloridaCommerce and CareerSource Florida Essentials.

b. Florida Workforce Professional Tier I Certification, which includes both:
    i. Tier I training modules.
    ii. Tier I certification exam.

    Tier I Certification Timeframes:

    - Staff must complete their first Tier I certification attempt within 30 calendar days of their hire date.
    - Staff must obtain Tier I certification within 60 calendar days of their hire date.
    - Staff who do not obtain Tier I certification within the required 60-day period may be subject to termination.

c. Documentation Submission
    i. Staff must provide proof of completion to their supervisor and HR within 5 business days after completing training or exams.

Staff who successfully complete the Tier I certification earn the designation of Florida Certified Workforce Professional (FCWP).

Staff may not independently deliver full customer services beyond basic reception and routing functions until Tier I certification and FL WINS training are completed.

Tier II, optional but strongly encouraged, provides a deeper knowledge of workforce programs and services. The Tier II modules related to the staff members role should be completed within 12 months after Tier I certification. Tier II training counts toward the 15 CEU annual requirement.

3. Rehired or Transferring Staff

If a staff member:

- Was previously Tier I certified and is rehired by CSPH, they must:
    - Provide documentation of prior certification upon hire.
    - Complete 15 CEUs within the calendar year of rehire.
- Is transferring from another Local Workforce Development Board:
    - Documentation of Tier I certification must be submitted within fifteen business days of hire.
    - If documentation is unavailable, retraining may be required.

CSPH reserves the right to require retraining if performance concerns, procedural changes, or knowledge gaps are identified.

4. Continuing Education Requirements (Annual)

After Tier I certification, staff must complete:

- A minimum of 15 Continuing Education Units (CEUs) every calendar year.
- All CEUs must be completed and documented by December 31 annually.

Approved CEU activities include:

- FL WINS training modules.
- Workforce conferences and webinars.
- CSPH internal training sessions.
- State or national workforce development training.
- Partner program training.

Supervisors must approve CEU activities before staff attend.

To be eligible to achieve recognition for advanced training levels in a board designated specialization (i.e., business services, veteran services, serving those on public benefits, frontline services), staff members may complete the following:

a. 30 CEUs for Bronze status.
b. 60 CEUs Silver status.
c. 75 CEUs Gold status.
d. 100 CEUs Platinum status.

Participation in these levels supports professional growth and succession planning at CSPH.

5. Specialized Role Training

Certain CSPH roles require specialized training in addition to Tier I.

Employees eligible for advancement within specialized workforce development roles must complete specialized training as a prerequisite for promotion. This ensures alignment and reinforces commitment to high-quality service delivery across specialized areas. Specialized training can include programs like Welfare Transition, JVSG, WIOA and Special Grants and details about specialized training must be included as part of LWDBs LOPs.

1. Business Services Staff

CareerSource Pasco Hernando Business Services staff must complete specialized training to ensure competency in employer engagement and delivery of WIOA business services.

This training shall ensure staff are knowledgeable and confident in:

- Employer engagement and strategic workforce planning,
- Labor market and industry sector analysis,
- Use of business intelligence and workforce technology tools,
- On-the-Job Training (OJT) and Incumbent Worker Training (IWT) programs,
- Apprenticeships, pre-apprenticeships, and other work-based learning coordination,
- Rapid Response and layoff aversion strategies, and

- Access to federal, state, and local incentives, including tax credits and bonding programs, with emphasis on incentives supporting veteran employment.

In addition, Business Services Representatives must also be trained to perform outreach and work directly with local industries and businesses to support effective and efficient partnerships with CareerSource Pasco Hernando and the Pasco-Hernando Workforce Board.

Business Services career center staff shall also receive training and practical experience related to customized business services in accordance with 20 CFR 678.435(b), including:

- Human resources consultation services,
- Compliance assistance for employers,
- Employee retention strategies,
- Development of customized service solutions for employers, and
- Customized labor market analysis to support local industry needs.

This specialized training supports standardized service delivery and ensures CSPH Business Services staff can provide comprehensive, employer-focused support aligned with federal and state workforce requirements.
Staff must complete an annual refresher every 12 months.

6. Tracking, Documentation, and Compliance

CSPH Staff shall:

- Record all completed work-related continuing education credits/hours using the Continuing Education Form for Program Year 2025–2026 (see Exhibit A).
- Submit completed Continuing Education Forms no later than the fifth day of each month.

CSPH Administration and Human Resources shall:

- Maintain centralized records of all staff training, credentialing, and continuing education activities.
- Track completion of Tier I Certification, FL WINS training, and all annual Continuing Education Units (CEUs).
- Ensure all training documentation is maintained securely and remains available for review during FloridaCommerce monitoring and compliance assessments.
- Conduct periodic internal reviews to verify ongoing compliance with all applicable state policy requirements.

7. Performance Goals/ Expectations

CareerSource Pasco Hernando is committed to maintaining a highly trained workforce to support regional economic development and customer service excellence.

CSPH's internal performance goals include:

- 100% completion of Tier I certification for eligible staff.
- 100% annual CEU compliance for frontline and local area staff.
- Continuous improvement in customer service delivery and workforce program outcomes.

All staff and supervisors are expected to communicate and address training needs proactively.

Attachments

- CSPH CEU Tracking Log
- Tier I Certification Overview
- FL WINS Training Guide
- CareerSource Florida Workforce Policy O92

EXHIBIT A

Continuing Education Form 2025-2026

Pasco Hernando Workforce Board requires all employees to complete the Florida Workforce Professional Tier 1 Certification. Following attainment of the Tier 1 certification, each employee must earn at least **15** hours of workforce development related continuing education credit/hours per year. This form will be used to track the completion of work related continuing education credit/hours. **Employees are responsible for tracking their own continuing education hours/credits and submitting signed, completed form to Brandy Taylor (btaylor@careersourcepascohernando.com) by the submission date.**

Submission Dates: Please submit your hours to me by the 5th of each Month.

The following trainings/sessions may be used to satisfy the continuing education requirement: Florida Commerce webinars; similar workforce related webinars, conferences; seminars attended on behalf of the Pasco Hernando Workforce Board; and workshops, and training sessions held by Pasco Hernando Workforce Board/Partner staff.

Employee Name _____

	Continuing Education Course	Presented By	Hours Credited	Date Completed	Staff Init.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
		Total Hours This Month			

I confirm that I have completed the continuing education hours/credits as recorded above.

_____ _____

Employee Signature **Date**

Pasco-Hernando Workforce Board, Inc.Standard Operating Procedure (SOP)

CareerSource PASCO | HERNANDO

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SOP Number: P5	Subject: **WIOA Registered Apprenticeship**
Date of Issuance:	**Revision Date: 6/01/2026**
Effective Date: **12/12/2023**	**Chief Operations Officer – Workforce Services:** **Brenda Gause**

I. PURPOSE AND SCOPE

Florida's workforce development strategy prioritizes elevating Registered Apprenticeship Programs (RAPs), registered preapprenticeships, and other earn-and-learn training models as central components of the state's talent development system. The Florida Department of Education has primary responsibility for administering apprenticeship and preapprenticeship. Florida's workforce system works in coordination with the department to advance RAPs and registered preapprenticeship programs as high-quality, work-based learning pathways that combine paid, structured on-the-job learning with Related Technical Instruction (RTI), leading to in-demand, industry-recognized, portable credentials. Consistent with WIOA regulations and CareerSource Florida Workforce Policy 100 – Work- Based Training and Work-Based Learning Opportunities, Local Workforce Development Boards (LWDBs) must integrate apprenticeship and preapprenticeship into regional talent strategies, service delivery, and employer engagement.

Florida law recognizes state registered preapprenticeship as a program formally linked to a RAP and designed to prepare individuals for entry into apprenticeship occupations. The State Workforce Development Board requires LWDBs to support access to earn-and-learn opportunities and to expand programs aligned to employer demand and sector priorities.

II. KEY OBJECTIVES AND MEASURABLE PERFORMANCE OUTCOMES

A. Key Objectives

LWDBs will:

1. Set goals, in addition to state established goals, designed to increase sponsorship of

2. Standardize apprenticeship-related business services and employer engagement practices.
3. Coordinate with Apprenticeship Training Representatives (ATRs) and partners.

B. Measurable Performance Outcomes

An LWDB's work to increase apprenticeships and preapprenticeships contributes to all its federally required performance indicators (employment rate, median earnings, credential attainment, measurable skill gains, and effectiveness in serving employers). Leading indicators that assist an LWDB in identifying its effectiveness in apprenticeships and preapprenticeships include:

1. New eligible apprentices and preapprentices served annually and year over year.
2. New RAPs and registered preapprenticeships supported/expanded.
3. Completions (as applicable).

III. POLICY AND PROCEDURES

A. Local Workforce Development Board Core Responsibilities

The CareerSource Florida network will support Registered Apprenticeship Programs (RAPs) through technical assistance4 and the use of WIOA funds for eligible participants. LWDBs must actively promote RAPs by collaborating with employers, industry associations, education partners, and regional Apprenticeship Training Representatives (ATRs). LWDBs should serve as RAP sponsors when employer interest exists and no other sponsor is available, in alignment with state and local plans.

Each LWDB and planning region must implement apprenticeship strategies consistent with WIOA, Florida's WIOA Combined Plan, and Florida law; incorporate them into local and regional WIOA plans; and integrate them into service delivery, business engagement, and sector strategies. LWDBs must, as part of their planning efforts, prioritize state- identified targeted industry sectors that demonstrate documented labor market demand, wage outcomes, and a clear career pathway.

LWDBs must regularly monitor the Florida Department of Education's (FDOE) inventory of registered apprenticeship and preapprenticeship programs. Regular monitoring of the inventory will assist LWDBs in meeting their apprenticeship goals. LWDBs may define the monitoring process of the FDOE inventory in their Local Operating Procedures (LOPs).

LWDBs must provide targeted assistance as needed to support apprenticeship program development and expansion, and, where applicable, leverage approved federal waivers to strengthen apprenticeship implementation. LWDBs should use the Apprentice Florida website to assist businesses in establishing apprenticeships and educate individuals about pursuing careers through apprenticeships.

LWDBs must collaborate with ATRs, education providers, employers offering apprenticeships, and apprenticeship sponsors and intermediaries to coordinate related instruction, training, mentorship, and participant recruitment, ensuring access for youth, adults, and individuals with barriers to employment. LWDBs should encourage and support RAPs within their area to be part of the state's eligible training provider list if they have not already elected to do so.

LWDBs must comply with all applicable federal and state requirements governing registered apprenticeships and WIOA programs and must revise local policies as necessary to ensure alignment.

1. RAP Sponsorship

LWDBs should serve as RAP sponsors:

a. to support small- and mid-sized employers that lack the capacity to sponsor programs independently;

b. to assist the state in increasing the number of available RAPs in local areas; and

c. to meet established and approved LWDB apprenticeship goals consistent with state and local plans.

As a RAP sponsor, an LWDB is responsible for the administration and oversight of all program components, including but not limited to the following:

i. Development and customization of program standards in partnership with employers.
ii. Registration of apprentices.
iii. Maintenance of program and apprentice records.
iv. Assurance of requirements for RTI delivery.
v. Periodic evaluation of apprentices' progress.

As a RAP sponsor, LWDBs can better match training to what employers need. They can build industry-led programs that close skill gaps that also help jobseekers find self- sustaining employment. Registered apprenticeships may qualify for federal and state funding, and sponsorship can help attract other public and private support. Sponsorship also strengthens employer partnerships and improves coordination and employer satisfaction.

2. **Registered Preapprenticeship Pipeline**

   Registered preapprenticeship programs must meet state and federal requirements for program length, be registered with the Florida Department of Education, and be sponsored by one or more RAPs in the same occupation or industry sector. LWDBs must promote and support the development and expansion of these programs. Pursuant to s. 446.021(5), F.S., registered preapprenticeship programs prepare individuals for entry into RAPs through structured instruction and training that builds workforce readiness skills.

B. Allowable Support for RAPs and Registered Preapprenticeship Programs

LWDBs must use allowable WIOA activities and other grant resources to support participation and completion in state-approved RAPs and registered preapprenticeship programs, including (as applicable under local policy and eligibility):

1. Career and supportive services
2. OJT, customized training, incumbent worker training
3. Occupational skills training and cohort models
4. Work experience/internships (particularly for youth models)
5. RTI support through ITAs or training contracts, as permitted (20 CFR Part 680)

The goal for the state and all LWDBs is to provide responsive and efficient support for employers and jobseekers. As such, LWDBs may not adopt local requirements that unreasonably restrict promotion, access to, or cause unnecessary and extended delays to RAP participation when otherwise allowable under state and federal policy.

C. Apprenticeship Navigators

Each LWDB will designate an Apprenticeship Navigator who serves as the LWDB subject matter expert and liaison between LWDB staff, employers, training providers, and existing RAP sponsors/intermediaries. The Apprenticeship Navigator in each local area collects and shares relevant apprenticeship data and participates in state-sponsored apprenticeship training regularly to assist career centers in their efforts to coordinate a unified, seamless experience for employers and WIOA eligible apprentices. LWDBs must ensure the Apprenticeship Navigators are accurately included in the CareerSource Florida Network Directory at https://analytics.careersourceflorida.com/NetworkDirectory/.

Each Apprenticeship Navigator must collaborate regularly with the ATR in their region and be familiar with ATRs in other regions; assist with the creation of new RAPs; connect employers to existing programs; and help recruit and support WIOA eligible apprentices. Apprenticeship Navigators will use Apprentice Florida and other statewide available tools and services, in addition to coordinating with career services teams to provide candidates for apprenticeship to employers.

1. Business Engagement and Strategic Coordination

Consistent with Workforce Policy O125 Business Engagement and Economic Development Support, Apprenticeship Navigators serve as liaisons with both their local boards' business services unit and those within boards in their planning region to establish and develop effective relationships and networks with the business community to enhance employer engagement, expand demand-driven training programs, and advance regional economic development.

Apprenticeship Navigators will engage with employers and economic development and industry associations to assess current and long-term hiring needs, ensure a clear understanding of RAPs, and review applicable statewide RAPs for identified occupations. Navigators will obtain required standards and appendices from Florida Department of Education (FDOE) ATRs, facilitate coordination between the employer and the RAP sponsor, and provide ongoing engagement and support throughout the RAP approval process.

2. Data Entry and Validation

LWDBs must ensure that all service-related data is entered into Employ Florida within 15 calendar days of service delivery in alignment with training, technical assistance, and guidance issued by FloridaCommerce in consultation with CareerSource Florida and the FDOE.

D. Eligible Training Provider List

WIOA allows LWDBs to fund training services for eligible participants through an Individual Training Account (ITA) if the training provider is on the Eligible Training Provider List (ETPL).8 RAPs are automatically eligible to be added to the ETPL and can be added by contacting FloridaCommerce at ETPL@commerce.fl.gov. LWDBs may not require RAPs to complete

additional forms, apply further eligibility criteria, or provide information beyond what is detailed in USDOL Training and Guidance Letter (TEGL) 08-19.

Registered apprenticeship sponsors are also exempt from many of the ETPL performance reporting requirements detailed in WIOA Sections 116(d)(4) and 122. However, RAPs may voluntarily report performance outcomes.

Preapprenticeship programs are not automatically eligible for the ETPL and must be added using the established process.

Increasing the number of RAPs on the ETPL will ensure access to a wide variety of quality job-driven training programs, improve customer choice for WIOA-eligible participants, and contribute to the strategic goals of apprenticeship expansion outlined in this policy. CareerSource Florida, FloridaCommerce, and the Florida Department of Education collaborate to ensure that all RAPs are encouraged to “opt in” to the ETPL at the time of registration. Additionally, LWDBs must continue to inform existing RAPs of the purpose of the ETPL, the value of inclusion, and their automatic eligibility status.

LWDBs may support apprenticeship programs through OJT, IWT, and customized training contracts without the program being included on the ETPL.

IV. IMPLEMENTATION

Each LWDB must describe how it implements apprenticeship strategies consistent with WIOA, Florida Law, Florida’s WIOA Combined Plan, and this policy. These strategies should be incorporated into WIOA local plans and Local Operating Procedures (LOPs) that explain how LWDBs collaborate with employers, develop programs, determine eligibility, enroll participants, and coordinate with Apprenticeship Training Representatives and Apprenticeship Navigators. LOPs should emphasize efficient and responsive support to job seekers and businesses in RAP and registered preapprenticeship participation. Boards must also include their apprenticeship strategy in their WIOA local plans, showing how they reach out to businesses, recruit participants, build partnerships, and how they plan to meet targets for both RAP participation and sponsorship in their local areas.

FloridaCommerce, in consultation with CareerSource Florida and the Florida Department of Education, will provide technical assistance and training for ensuring compliance with workforce policy requirements.

CareerSource Florida and FloridaCommerce will monitor each board’s progress. CareerSource Florida will report on statewide results and ensure boards meet the goals of this policy.

V. ATTACHMENTS AND OTHER RESOURCES

ApprenticeFlorida.com

Apprenticeship.gov

Pasco-Hernando Workforce Board, Inc.Standard Operating Procedure (SOP)

CareerSource PASCO | HERNANDO

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SOP Number: 009	Subject: **On-the-Job Training**
Date of Issuance:	**Revision Date: 5/21/2025**
Effective Date: **5/30/2000**	**Chief Operations Officer – Workforce Services:** **Brenda Gause**

I. PURPOSE AND SCOPE

This policy establishes guidelines and procedures for CareerSource Pasco Hernando (CSPH) Staff to implement and sustain On-the-Job Training (OJT) to support the needs of businesses and improve employment outcomes for participants.

II. KEY OBJECTIVES

- Identify required elements of On-the-Job Training.
- Ensure all CSPH utilize standardized OJT contracts without unapproved edits.
- Support employers with On-the-Job Training.
- Align practice with required performance metrics.
- Enhance workforce skills and employability.
- Support employers in workforce development.
- Promote in-demand occupations.
- Facilitate co-enrollment in eligible programs, effective training and supervision with eligible training providers, employers, and other stakeholders including WIOA combined planning partners.
- Monitor and evaluate program effectiveness.
- Expand opportunities to use OJT to support apprenticeships.
- Ensure compliance and accountability.

III. MEASURABLE PERFORMANCE OUTCOMES

Consistent with the requirements in Section II of Florida's WIOA Combined Plan, performance outcomes associated with this policy include:

- Employment (Second Quarter after Exit).
- Employment (Fourth Quarter after Exit).
- Median Earnings (Second Quarter after Exit).
- Credential Attainment Rate.
- Measurable Skill Gains.
- Effectiveness in Serving Employers.

Details specific to targets associated with the performance outcomes above can be found in Florida's WIOA Combined Plan and in CSPH local negotiated performance targets.

IV. BACKGROUND

Among the various training programs available through WIOA for eligible participants, OJT helps employers cover the costs of training new employees. OJT allows participants to earn while they learn, acquire transferable skills, and enhance their financial independence. OJT is uniquely suited to help individuals facing employment barriers to gain a foothold in the workforce. Individuals must meet WIOA eligibility criteria to participate in OJT programs.

Co-enrolling WIOA participants in multiple programs, including OJT, provides comprehensive support by using resources from different programs to meet the needs of job seekers. This approach allows participants to receive job training and educational services at the same time, improving employment outcomes and offering a more complete set of services tailored to their needs.

V. POLICIES AND PROCEDURES

The requirements of Workforce Policy (WP) 100: Work-Based Training and Work-Based Learning Opportunities are incorporated in this policy.

Consistent with 20 CFR 680.700, OJT is a work-based training that provides WIOA-eligible participants occupational skills training essential to the performance of a specific job. OJT provides reimbursement to the employer for up to 50% of the participant's wage rate for the costs of training and supervision related to training. CSPH implement strategies to use this training method to address critical workforce needs, enhance skills of eligible participants and to aid eligible employers in attaining a qualified, skilled workforce with competencies needed to meet the employer's needs.

On-the-Job Training is training conducted by an employer that is provided to a paid participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job.

2. Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, although LWDBs may increase the wage reimbursement level above 50 percent up to 75 percent under circumstances described in subsection G.1, below.

3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. "Limited in duration" refers to the time required for a participant to become proficient in the occupation for which the training is being provided. CSPH use information provided through O*Net, including Job Zones and Specific Vocational Preparation ranges, taking into account the participant's skills and experience.

1. Participant Eligibility

1. Participants must meet WIOA and/or TAA eligibility and have been determined to need training services. CSPH Staff must apply the priority of services requirements for individuals receiving training services through local WIOA Adult formula funds in accordance with Administrative Policy 105 and 118, as applicable.

2. Individual Service Strategy (ISS)/Individual Employment Plan (IEP)

3. Prior to receiving services, the individual employment plan (IEP) or individual service strategy (ISS), must be developed. The ISS/IEP is a living document that must be reviewed regularly by front-line staff and adjusted throughout participation, jointly with the participant. The details of the OJT assignment must be incorporated into the ISS and/or IEP and must include the participant's details regarding the OJT assignment, as appropriate.

When enrolling a participant in OJT, LWDB staff must consider:

a. The skill requirements of the occupation.
b. The academic and occupational skill level of the participant;
c. Prior work experience; and
d. The participant's service strategy.

Additionally, OJT may not be suitable for In-School-Youth (ISY) who may be enrolled in secondary school. However, OJT may be an appropriate strategy for eligible youth when the need is identified by the objective assessment and included in the service strategy.

3. Employed Workers

OJT contracts may be written for eligible employed workers only when one of the following occurs:

a. The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, as determined by the LWDB policy.
b. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the LWDB in the local operating procedures (LOPs).

2. Employer and Occupation Eligibility

1. Employer eligibility

CSPH enact policies to ensure that we do not enter an OJT contract with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and benefits and working conditions at the same level and to the same extent as other similarly situated employees.

2. Occupation eligibility

The LWDB is encouraged to place participants in OJT for occupations that are in demand in the local area.

Occupations or job types that are not suitable for OJT are occupations that are:

a. Based on commission;
b. Seasonal in nature; or
c. Less than full-time.

3. OJT Contract Requirements

CSPH Staff must ensure that all OJT is provided under a written contract with an employer using the standardized contract template approved by CareerSource Florida and distributed by FloridaCommerce.

Using the template ensures consistency and compliance with organizational standards across the network and is supportive of employer engagement across the system. LWDBs may not alter or amend the language in the template. Any supplemental agreement language required to be added by CSPH or local business may be accomplished through a locally created addendum to the agreement. Any such addendums will be subject to compliance monitoring. Failure to use the approved template may result in required corrective action.

When developing the local area's OJT strategy, CSPH Staff should use a readily available occupational information source, such as O*NET, or any other occupation classification model used to determine the appropriate duration of training. The duration of OJT for each participant must be based on the amount of time it takes to learn the job. In determining the appropriate length of training, the academic and occupational skill level and prior work experience of the participant must also be taken into consideration. The length for the OJT must be included in the OJT contract with the employer and the participant's ISS/IEP. CSPH Staff must describe how they will define the duration of OJT in the LOPs. CSPH Staff must ensure OJT contracts do not exceed 12 months, except when a longer duration is necessary for occupations requiring extended training, such as registered apprenticeships. If an OJT exceeds 12 months, the LWDB must document the justification. To justify an OJT exceeding 12 months, staff must demonstrate that the participant's training needs, learning pace or specific circumstances require a longer duration. Staff should consider:

- Complex or Specialized skills – whether the job requires highly specialized or complex skills that cannot be acquired within 12 months
- Individual Learning Needs/Disabilities – whether the participant may require more time to grasp certain skills/concepts and acquire competencies
- Employer Needs – whether the employer requires a longer period to ensure that the participant is fully trained, especially when there are highly specialized or complex skills that must be acquired (i.e. apprenticeship)

When determining the appropriate OJT duration, CSPH Staff should use occupational data sources like O*NET or other classification models. The training length should reflect the time needed for the participant to gain proficiency, considering:

- Job-specific skill requirements

- Participant's prior work experience and education
- Individual Service Strategy (ISS) or Individual Employment Plan (IEP)

The OJT duration must be specified in the OJT contract and aligned with CSPH LOPs.

4. OJT Training Plan

The OJT training plan is a formal document detailing the structured job training and must provide participants with a combination of instruction in observable, and measurable job-readiness skills, general employment competencies and occupational skills. OJT may be combined with other career and training services, if appropriate. CSPH Staff must ensure that each OJT training plan is developed based on the participant's ISS/IEP, and the occupation the participant has selected. The OJT Training Plan must be agreed upon and signed by the participant, employer and CSPH Representative.

5. OJT In-Person Worksite Monitoring Visit

CSPH Staff must conduct an in-person monitoring visit to each worksite where an OJT participant is placed during the participant's OJT participation and at least once per year. The purpose of the in-person monitoring visit is to assess the appropriateness of the site and to ensure that it meets all the terms of the worksite agreement. The monitoring site visit must be recorded in a monitoring tool and must include the date of the visit, the name of the CSPH staff member who conducted the visit, names of participant(s) and supervisor(s), and the outcome of the visit. If CSPH Staff identifies any concerns with the site, the information must be recorded in the monitoring

tool. CSPH staff must ensure that all identified findings are resolved in order to continue the OJT and documented, including the steps taken, results and timeline.

6. Payments to Employers, Wages and Participant Hours

Payments to employers for OJT must be made based on the OJT contract and proper documentation of time worked, payroll records, and training accomplishments. OJT payments are compensation for the employers' "extraordinary costs" associated with training participants and potentially lower productivity of the participants while in OJT.

1. Wage Reimbursement Rate

   CSPH may adopt policies to increase the wage reimbursement level above 50 percent up to 75 percent. Such policies must describe factors to be used when deciding on an increase and must include the following:

   a. The characteristics of the participants, taking into consideration whether they are individuals with barriers to employment.
   b. The size5 of the employer, with an emphasis on small businesses.
   c. The quality of employer-provided training and advancement opportunities (for example, if the OJT contract is for an in-demand occupation and will lead to an industry- recognized credential); and
   d. Other factors the CSPH may determine appropriate (for example, the number of employees participating in the training, the wage and benefit

levels of the employees, and the relation of the training to the competitiveness of the participant.

2. Wage Reimbursement Restrictions

   CSPH must ensure WIOA funds are not used to pay for the following:

   a. Paid or unpaid holidays.
   b. Sick leave.
   c. Vacation.
   d. Overtime hours.
   e. Fringe benefits; and/or
   f. Work performed outside the OJT contract.

3. Record Retention.

   CSPH and employers must retain records for each OJT employer and OJT participant for a minimum of five years. Records regarding the OJT assignment may be requested by FloridaCommerce, USDOL, and other state and federal agencies for monitoring purposes.

7. Reverse Referral

Under certain circumstances OJT initiated through “reverse referral” may be permitted. Reverse referral occurs when an individual is referred to the career center from a prospective employer (under either formal or informal agreement) for assessment as to whether the individual meets the employer’s hiring requirements for a specific position and is eligible and suitable for an OJT. Employers must not make or have made a hiring decision prior to the participant becoming eligible for the OJT program through the local career center. Development of an OJT for an individual referred by the employer may be permitted only when:

1. The individual progresses through the intake process as with any other career center customer and meets all requirements for eligibility as specified in this policy.

2. The completed ISS/IEP indicates training is necessary for the individual to perform the work associated with the position for which the employer has an opening.

3. The employer meets all the eligibility requirements under this policy; and

4. The employer provides assurance that the individual has not previously been employed by the employer in the same or similar position.

8. General Guidelines

CSPH must ensure that restrictions listed in WIOA section 181 and 20 CFR 680.840 are in effect for any OJT contract. Additionally, CSPH must ensure employers operating under an OJT contract are documented as such within Salesforce.

9. Registered Apprenticeship Programs and Pre-Apprenticeships

LWDBs are encouraged to partner with registered apprenticeship programs (RAPs) and pre-apprenticeship providers as part of a career pathway for job seekers and as part of a job-driven strategy for employers and industries. For more details about RAPs and pre-apprenticeships, see Workforce Policy 100: Work-Based Training and Work-Based Learning Opportunities.

10. Local Operating Procedures

Local Operating Procedures (LOPs) help local areas further define and clarify how programs will be operated locally and are unique to each CSPH. LOPs govern the eligibility and training process and must specifically discuss the assessment tool used to determine a participant eligible for services.

CSPH develops LOPs that:

1. Clarify and define the eligibility criteria for OJT.
2. Govern and establish criteria, and eligibility for employed workers to participate in OJT.
3. Define the criteria used to determine when an employed worker is eligible for OJT.
4. Govern the eligibility, suitability, and training process, which must specifically discuss the initial assessment tool used to determine a participant eligible for services.
5. Details the process of reverse referrals.

6. Incorporate requirements of this policy and define how the OJT program will be implemented in the local area, including factors to be used when deciding on an increase in wage reimbursement rate.
7. Define the criteria for extending the duration of an OJT beyond 12 months.
8. Are publicly posted.

11. State and Local Monitoring

Services and activities provided under WIOA must be monitored annually for compliance with WIOA requirements by FloridaCommerce pursuant to Section 185(c), WIOA.

FloridaCommerce will monitor the requirements outlined in this policy and local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum:

Roles of the employer, participant, and LWDB staff.

1. Local monitoring procedures of work-based training employers and worksites to ensure that all parties are, and remain in, compliance with federal and state laws, as well as state and local policies and procedures. LWDBs should include in the monitoring process visits to the worksite and interviews of participants and supervisors by individuals who are not responsible for the management of the worksite agreement or the case management of participants at the worksite; and

2. Validation of skills and competency attainment for participants.

LWDBs must ensure participating employers agree to cooperate with monitoring requirements conducted by the state, federal government, and LWDB and adhere to all applicable local, state and federal rules and regulations.

VI. IMPLEMENTATION

This policy and any subsequent changes become effective upon issuance.
LWDBs shall implement this policy by training LWDB staff on the updated OJT policy, developing/updating LOPs that involve engaging employers, and providing comprehensive participant assessments and support.
LWDBs, CareerSource Florida and FloridaCommerce shall collect feedback as appropriate and use information that may include customer satisfaction surveys and input from Education and Industry Consortiums to improve how OJT and work-based training programs are used statewide to ensure high performance, accurate reporting, and documentation.
FloridaCommerce shall monitor this policy, local policies, and track performance outcomes to ensure compliance with regulations.

VII. AUTHORITIES

Public Law 113-128, Workforce Innovation and Opportunity Act

20 CFR 680.700 - 680.840

20 CFR 683.400

20 CFR 683.410

Training and Employment Guidance Letter (TEGL) 19-16

2 CFR Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

Chapter 445, Florida Statutes

CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy

CareerSource Florida Workforce Policy – Wo rk-Based Training and Work-Based Learning Opportunities

Pasco-Hernando Workforce Board, Inc.Standard Operating Procedure (SOP)

CareerSource PASCO | HERNANDO

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SOP Number: 015	**Subject: Emergency Response and Disaster Recovery**
Date of Issuance:	**Revision Date:**
Effective Date: 8/21/2025	**Chief Operations Officer – Workforce Services:** Brenda Gause

I. PURPOSE AND SCOPE

This policy outlines roles and responsibilities of CSPH CareerSource Pasco Hernando before, during, and after disasters and states of emergency.

II. KEY OBJECTIVES

To provide clear guidance and support to CareerSource Pasco Hernando Staff on operations and considerations during an emergency and outline clear expectations to guide data-based, responsive and comprehensive planning, response, and recovery in the event of a disaster or emergency, including expectations for the following:

1. Continuity of Operations Plans (COOP)
2. Activation and utilization of state and local Rapid Response Teams
3. Provision of services and supports.
4. Disaster Recovery Dislocated Worker Grant application and utilization
5. Emergency Response and Disaster training for staff

III. MEASURABLE PERFORMANCE OUTCOMES

Measurable outcomes identified by activity are outlined below:

1. Continuity of Operations Plans (COOP) compliance
2. Disaster Recovery Dislocated Worker Grant

a. The negotiated primary indicators of performance for the WIOA Dislocated Worker program serve as the performance measures for participants receiving career or training services through the Disaster Recovery DWG program.

3. Provision of required services and support:

a. Use of mobile career center units or career center services support at community partner locations b. Number and percentage of one-stop customers receiving services during a disaster, including those served in mobile units or at community partner locations. c. Time to provision of requested support for one-stop customers during a disaster. d. Percentage of participants enrolled in short-term training programs offered during disaster recovery. e. Employer satisfaction and engagement with services provided during and after a disaster including satisfaction with Dislocated Worker Grant funded programs, layoff aversion, short-time compensation.

Note: Participants who only receive disaster-relief employment are excluded from WIOA performance indicators unless they also receive career or training services through the grant or are co-enrolled in another WIOA program with a common exit. For more information, refer to Administrative Policy 115, Common Exit.

IV.BACKGROUND

The Florida Division of Emergency Management leads the State Emergency Response Team (SERT), which coordinates disaster response across state agencies, nonprofits, and federal partners. FloridaCommerce leads SERT's Emergency Support Function 18 (ESF 18), which helps businesses recover and stabilize the economy.

CareerSource Florida partners with FloridaCommerce, LWDBs, career centers, and WIOA combined planning partners to support job seekers and businesses during emergencies. Together, they coordinate office closures, assess workforce needs, and deliver services such as Disaster Dislocated Worker Grants. The goal is to ensure quick, easy access to services that help communities recover and people return to work.

V. POLICIES AND PROCEDURES

A. CareerSource Pasco Hernando Coordination

CareerSource Pasco Hernando and FloridaCommerce collaborate systematically to support activities and the workforce recovery needs before, during, and after an emergency.

B. **Office Closures and Emergency Notifications** Local governments manage emergency declarations and evacuations under section 252.38, Florida Statutes. Counties and municipalities coordinate emergency management plans, which guide office closure decisions. CareerSource Pasco Hernando follow local directives and report closures exceeding two days to FloridaCommerce.

CareerSource Pasco Hernando designee will notify CareerSource Florida, FloridaCommerce, and the Local Emergency Operations Center of office closures. Updated contact details, including name, phone number, fax, and email, must be provided to FloridaCommerce and CareerSource Florida.

C. State-owned Facility Closures FloridaCommerce will close state-owned workforce facilities in affected counties during disaster or emergency situations based on the following criteria:

1. Local government decision to close offices
2. Mandatory evacuation orders

3. Declaration of a local state of emergency

When state-owned facilities are closed due to an emergency, employees assigned to those facilities will be released from duty and granted administrative leave for the duration of the closure. Employees required to remain on duty to provide essential services will receive special compensatory leave credits for hours worked during the closure. Essential services are normally considered to be services directly related to the preservation of life, health, or property.

D. Non-State-Owned Facility Closures CSPH and career centers must follow local and state emergency management directives and close offices accordingly.

CareerSource Pasco Hernando will notify FloridaCommerce of emergency office closures exceeding two days, unless a state of emergency has been declared for a specified period.

E. Notification Protocols CareerSource Pasco Hernando must notify FloridaCommerce of office closures as soon as possible, and within 48 hours of the event, as feasible, using approved communication channels. Closure information will be posted and made available to the public.

F. Operational Requirements CareerSource Pasco Hernando supports business and jobseeker customers through a combination of activities, including but not limited to:

1. Providing access as available to career centers and dedicated staff through on-site, virtual, and electronic interactions.
2. Providing access to career center mobile units as directed and coordinated by CareerSource Florida and FloridaCommerce in consultation with federal and state partners.
3. Providing access to quality customer service and direct services to affected workers including:

    a. job training services.
    b. filing of reemployment assistance claims
    c. resume preparation and job-readiness workshops.
    d. job placement services.
    e. career and skills assessment services
    f. labor market information g. referrals to community programs
    g. information on the impacts of layoffs on health coverage and other benefits
    h. community resource workshops
    i. veterans' programs and services for those with barriers to employment
    j. supportive services
    k. job fairs and other special events.

a. **Cybersecurity and Protection of Electronic Data** Operational emergency planning must include cybersecurity measures consistent with guidance provided by FloridaCommerce and grantee-subgrantee agreements. CareerSource Pasco Hernando must notify Florida Commerce via the approved method when a cyberattack occurs and must have a local operating procedure (LOP) that includes the following:

1. Data protection
2. Authentication using MFA or passkeys.

3. Staff responsibilities
4. Incident response
5. Device management

The incident response plan should outline the steps to be taken during a breach in security. This plan must also include clear direction on roles and responsibilities of CSPH staff through access control measures, establish communication channels, and define escalation procedures.

CSPH conduct and document periodic cybersecurity assessments and audits to identify vulnerabilities and weaknesses that include penetration testing and vulnerability scanning to uncover potential flaws in the organization's systems. CSPH implement strategy to ensure all systems receive OS, application, driver and firmware updates at a regular cadence and should ensure critical data and systems are recoverable in a manner consistent with their approved LOP for continuity of operations to ensure essential functions continue during and after a disruption or crisis.

CSPH implement reasonable measures to protect and secure electronic data containing personal information. CSPH follow the requirements set forth in agreements with FloridaCommerce regarding any breach of security and follow the requirements in section 501.171, Florida Statutes, and FloridaCommerce’s directions as specified in the agreement.2

G. Disaster Recovery Jobs Portal CSPH provide expedited access to individuals whose employment has been either lost or interrupted as a direct result of a major disaster and instruction on navigating the Disaster Recovery Jobs Portal linked from the Employ Florida website to find job opportunities or post disaster-related jobs to assist in rebuilding affected communities.

H. Rapid Response and Layoff Aversion Activities and Short-Time Compensation CSPH provides access to Rapid Response and Layoff Aversion activities authorized under WIOA and described in CareerSource Florida Workforce Policy 2021.06.09.A.2 – Rapid Response and Layoff Aversion System and Training and Employment Guidance Letter No. 19-16, to assist employers and impacted workers prior to and immediately following announcement of layoff or natural or other disaster resulting in a mass job dislocation.

I. Business Damage Assessment Surveys Encouraging business owners to navigate FloridaDisaster.biz to obtain information about preparedness resources, current disaster updates, recovery programs, and to complete the Florida Business Damage Assessment Survey, which helps FloridaCommerce to determine

1 Supportive Services described in 20 CFR 680.900 for Adult and Dislocated Workers and 20 CFR 681.570 for Youth. 2 Grantee-Subgrantee Agreement

damage related to disaster impacts, understand individual business needs, and to inform relief efforts.

J. Local Operating Procedures and Continuity of Operation Plans (COOP) CSPH regional planning areas and career center staff shall consult with local government, chief local elected officials, and other stakeholders to develop streamlined strategies, policies, and a comprehensive Continuity of Operations Plan (COOP) that describes engagement in systematic processes that accomplish the following:

1. Creation of local board-led strategies and policies that ensure uninterrupted communication with federal, state, and local partners and designation of trained employees to communicate with state and local partners, leadership, and board members before, during, and after a state of emergency.
2. A published plan that ensures the safety and availability of staff, minimizes disruption of service delivery, and maximizes cooperation with all partners.
3. Includes emergency contacts, a disaster response checklist, and service delivery options that include virtual and mobile service delivery. Plans must outline how customer services will be provided within 24 hours, or as soon as practicably possible, of a disaster declaration. CSPH will submit COOPs biennially to CareerSource Florida and FloridaCommerce. COOP plans may be included as part of WIOA local plans and two-year modifications.
4. Includes ongoing training of incumbent and new staff to ensure current and sufficient levels of awareness of operational activities before, during, and after a state of emergency.
5. Outlines outreach, including surveys of existing and potential business customers before and after states of emergency to obtain business intelligence and information about community business needs resulting from disasters and other emergencies.

K. Use of Disaster Recovery Dislocated Worker Grants Pursuant to Training and Employment Guidance Letter (TEGL) 09-24,3 FloridaCommerce has the authority to apply for Disaster Recovery Dislocated Worker Grants (DWGs) to help communities affected by a natural disaster or emergency recovery from the impacts of these events and to help develop a workforce better equipped for resiliency to disaster events in the future

CSPH administers and deliver services under the Disaster Recovery DWG funding associated with the Disaster/Emergency Declaration that impacts its area, including but not limited to the following:

1. Working with state and local governmental agencies to assess the need for temporary disaster-relief workers and developing worksite agreements to address these needs.
2. Working with local employers to address talent needs in the wake of the disaster/emergency; and
3. Conducting outreach and eligibility determination of individuals applying for workforce services and providing eligible participants appropriate grant services.

a. **Before Qualifying Events** Disaster recovery efforts are primarily managed at the local level and, as the subrecipients of Disaster Recovery DWG funding, LWDBs play a pivotal role in supporting the economic and overall recovery of their region.

LWDBs shall participate in pre-disaster planning efforts organized by FloridaCommerce

to:

i. Identify existing recovery stakeholders (local agencies or organizations that would be critical to support the recovery process after a disaster).
ii. iCoordinate with existing recovery stakeholders and local government officials to develop communication plans and memorandums of understanding.
iii. Develop public engagement strategies to effectively communicate Disaster Recovery DWG funding availability, flexibilities, and limitations.

iv. Identify organizations, such as recovery stakeholders, who may operate as worksite sponsors and develop worksite agreements with such organizations.
v. Prepare position descriptions that encompass anticipated cleanup and restoration activities and providing humanitarian assistance.
vi. Identify training programs to help local businesses and their workers recover from the disaster.
vii. Develop general processes and point people for managing Disaster Recovery DWGs; and
viii. Train appropriate staff on Disaster Recovery DWG participant eligibility, worksite prioritization, and allowable costs.

b. Determining a Need for a Disaster Recovery DWG FloridaCommerce will assess the need for disaster-relief employment, determine funding needs, decide whether to apply for a Disaster Recovery DWG, and will make Disaster Recovery DWG awards to impacted LWDBs.

c. Disaster Recovery DWG Application Submittal If a need for Disaster Recovery DWG funding is identified, FloridaCommerce will assist impacted LWDBs in submitting an application in accordance with TEGL 09-24, which must include:

i. An abstract that identifies impacts of the qualifying event, an overview of activities anticipated, type of participants to be enrolled, a list of project operators or subrecipients and any deliverables or expected outcomes.
ii. A summary of emergency management agency coordination or anticipation of such activities.
iii. A project overview to include the project's scope and priorities, as well as plans to identify, recruit, and enroll eligible participants.
iv. A Community Needs Assessment for each project.
v. Projected enrollment and cost breakdown by type of activity.
vi. A project timeline that includes major goals and objectives over the period of performance; and
vii. A line-item budget.

d. Community Needs Assessment As a part of the application process, FloridaCommerce submits a Community Needs Assessment to USDOL. The assessment provides the context for the effects of the qualifying event and sets the scope of the planned response.

The Community Needs Assessment must describe:

i. The impacts of the declared emergency or disaster event, including how the proposed grant will prioritize projects from communities and individuals most in need due to the effects of the declared disaster or emergency situation, or due to economic or other disadvantage.
ii. ii. How the proposed projects will address the cleanup, or humanitarian needs that stem from the impacts of the declared emergency or disaster.
iii. How proposed disaster-relief employment projects will address the needs and help mitigate the effects of the declared emergency or disaster event, and promote community recovery, including through creating high-quality employment opportunities; and
iv. How Disaster Recovery DWG funds will provide opportunities for individuals to return to unsubsidized employment as a result of grant activities.

For emergencies or disasters of national significance, the Community Needs Assessment should also demonstrate that the declared emergency or disaster could result in the loss of at least 50 jobs in the area covered by the declaration.

For Disaster Recovery DWGs that include employment and training activities in addition to disaster-relief employment, the Community Needs Assessment must include:

i. A description of the resulting economic impacts of the qualifying event as well as any broader or additional economic effects or challenges including secondary or related layoffs, increases in unemployment, or other factors where applicable, that impact the community or communities to be covered by the proposed projects.
ii. An explanation of why existing formula and/or other funds are unable to meet the employment and training needs created by the qualifying event.
iii. An overview of the current economic situation, layoff impacts or other challenges impacting the ability of the grant recipient and any subrecipients to effectively serve eligible dislocated workers; and
iv. The identification of populations to be targeted for services, including those who had previous barriers to employment, such as the need for supportive services (to include childcare or transportation), to enable participants to successfully enroll, participate in, and complete grant-funded activities.

CSPH and Regional Planning Areas affected by a declared disaster will coordinate with county and city emergency management offices and other agencies involved in disaster recovery in the affected areas4, to complete the Community Needs Assessment.

e. Funding of Disaster Recovery DWGs USDOL issues its funding decision within 45 calendar days of receiving a valid application. If the application is approved, USDOL will issue Disaster Recovery DWG funds to FloridaCommerce in full or incrementally.

FloridaCommerce will use state and federal disaster declarations, the Business Damage Assessment Survey and local recovery stakeholder feedback to determine areas of the state that have significant disaster recovery needs. CSPH utilize Disaster Recovery DWG funds when areas within their region demonstrate significant disaster recovery needs.

FloridaCommerce will distribute funds to participating LWDBs based on identified needs and availability of funds. Funds are released to LWDBs by FloridaCommerce through NFAs that describe special grant conditions.

Requests for additional funds must be submitted by LWDBs to FloridaCommerce when needed and must be supported by information that details enrollments, completion of work goals, remaining program activities, and expenditures.

FloridaCommerce is responsible for ensuring that funds are expended in compliance with Disaster Recovery DWG requirements and for the de-obligation and re-obligation of funds to meet ongoing needs. Failure to meet planned Disaster Recovery DWG enrollments and/or expenditures may result in sanctions for LWDB failure to meet federal and state standards.5

f. Participant Eligibility CSPH Staff must ensure that individuals receiving services funded by a Disaster Recovery DWG meet at least one of the following eligibility requirements:

i. Temporarily or permanently laid off as a consequence of the emergency or disaster;6
ii. A dislocated worker as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16).
iii. A long-term unemployed individual; or
iv. A self-employed individual who became unemployed or significantly underemployed8 as a result of the emergency or disaster.

g. Eligibility Documentation CSPH Staff must document eligibility in the participant's Employ Florida program application, including, but not limited to the participant's:

i. Verification of Work Authorization Status
ii. Citizenship or right to work;
iii. Compliance with the Selective Service Act; and
iv. Status as one of the four grant-specific eligibility categories listed above.

CSPH Staff must collect supporting eligibility documentation used to determine eligibility and retain such documentation in the participants' electronic and/or hard-copy case files, in accordance with local operating procedures, and upload this documentation into Employ Florida, as soon as is practicably possible. Additionally, CSPH Staff must obtain and maintain documentation that supports the determination for eligibility and continued participation, including utilizing the E-Verify system pursuant to Section 448.095, F.S.

Circumstances surrounding the disaster may make documentation of eligibility difficult for

participants to obtain during the initial stages following the disaster. Self-attestation is an allowable method for documenting employment-related eligibility requirements when other documentation is not available. If the LWDB subsequently discovers through monitoring that it has served an ineligible participant, the participant must be terminated from the program and a case note must be recorded in Employ Florida describing the review process and subsequent determination of ineligibility. This situation will not result in disallowed costs.

h. Veterans and Eligible Spouse Priority of Service As covered persons, veterans and eligible spouses determined eligible for services under a Disaster Recovery DWG must receive priority over non-covered persons in accordance with Workforce Policy 111, Priority of Service for Veterans and Eligible Spouses.

i. Allowable Activities In most cases, Disaster Recovery DWG projects must include a disaster-relief employment component.12 Participants may be enrolled in disaster-relief employment activities, as well as employment and training activities, concurrently, sequentially, or as stand-alone services. However, certain Disaster Recovery DWG awards may limit the availability of certain activities as specified within the accompanying NFA.

Prioritization of types of services must be determined in coordination with local emergency planning and recovery agencies as further discussed in Section V.K.x. of this policy. Please see Attachment for additional information on allowable activities.

j. Disallowed Activities The following are not allowable uses of Disaster Recovery DWG funds:

i. Activities that are in preparation for future disasters;
ii. Incumbent Worker Training (IWT)14 and Customized Training for employed workers.

iii. Purchasing humanitarian supplies such as food, clothing, and hygiene products;
iv. Purchasing materials to do repairs.
v. Matching FEMA funds.
vi. Membership dues for local economic development organizations; and
vii. Paying for LWDB staff education not directly related to the performance of their job duties in managing the Disaster Recovery DWG.

k. Disaster-Relief Employment LWDBs must demonstrate that disaster-relief employment created under a Disaster Recovery DWG aligns with the following categories:

i. Cleanup and recovery efforts; or
ii. Delivery of appropriate humanitarian assistance in the aftermath of the emergency or disaster.

Post-disaster response and recovery activities address needs associated with mass care/sheltering, public health and health care, (re)housing, debris/infrastructure removal and repair, support to business owners, emotional/psychological support, public health and health care, and mitigation activities that are directed at correcting existing damage.

Humanitarian assistance provided by temporary disaster-relief workers generally includes actions designed to alleviate suffering and maintain human dignity in the aftermath16 of disasters. The humanitarian assistance provided by disaster-relief workers must relate directly to needs created by the disaster or emergency, and physical, emotional, and economic consequences of the disaster or emergency.

l. Disaster-Relief Employment Duration Eligible participants may be enrolled into disaster-relief employment under a Disaster Recovery DWG for up to 12 months or 2,080 hours (whichever is longer).

USDOL may approve an extension for up to an additional 12 months/2,080 hours through a grant modification. When an extension is granted, FloridaCommerce will notify the impacted LWDBs by modifying the NFAs to reflect the extension.

m. Participant Wages and Fringe Benefits In accordance with WIOA Section 181(a)(1)(A), participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations doing the same type of work, and who have similar training, experience, and skills.

However, in cases where the worksite does not have employees doing the same or similar work and with similar training, experience, and skills, LWDBs must ensure that the wages paid to participants:

i. Are in line with the industry standard for that type of work in the area where the work is to be performed, supported by documentation; or
ii. ii. Are paid at least $15 per hour in the absence of a determinable industry standards for the area where the type of work is to be performed.

Where applicable, fringe benefits must be paid in accordance with the policies of the Disaster-Relief Employer.18 If employees at the worksite are doing similar work and receiving hazard pay, disaster-relief workers may also be paid hazard pay rates for their work.

n. Training and Pre-vocational Activities To meet the disaster-recovery needs of affected areas, LWDBs may provide short-term training and pre-vocational activities that allow a disaster-relief worker to obtain the skills needed to conduct the disaster-relief work.20 For example, this may include training in the use of heavy equipment. During involvement in these activities, for a participant who has been hired in a disaster-relief position that requires attainment of specific skills, the participant may receive wages under the Disaster Recovery DWG.

o. Employment and Training Activities Pursuant to WIOA Section 170(d)(1)(C), LWDBs may use Disaster Recovery DWG funding to provide employment and training activities to participants to help them obtain (re)employment that leads to self-sufficiency when they are unlikely to return to their prior employment. These services may include job search/job readiness activities, literacy instruction, including English as a Second Language (ESL) instruction, and occupational skills training and/or work-based training for career pathways that lead to high-demand jobs in high-growth industries.

An Individual Employability Plan must be developed in Employ Florida, detailing the need for training services as well as certain individualized career services such as work experiences, literacy/GED prep/ESL instruction, short-term pre-vocational services, and out-of-area job searches/relocation.

p. Supportive Services CSPH must provide supportive services when needed to enable individuals to participate in disaster-relief employment and employment and training activities. Supportive services provided to participants in disaster-relief employment must be designed to enable the participant to safely and effectively carry out the job for which they have been hired. Any supportive service provided must enable the individuals to participate in grant-funded employment and training activities. Any supportive services provided must be consistent with WIOA and applicable regulations, as well as Workforce Policy 109, Supportive Services and Needs Related Payments. CSPH Staff must ensure local operating procedures governing supportive services and needs- related payments include the provision of such services to individuals participating in disaster-relief employment and employment and training activities.

Note: Participants who receive wages from disaster-relief employment are not eligible for needs-related payments.

q. Disaster-Relief Employers and Worksites CSPH identifies appropriate Disaster-Relief Employers based on the nature and scope of the disaster or emergency and the types of disaster-relief activities that projects will be carrying out. CSPH Staff must have contracts or agreements in place with Disaster-Relief Employers to ensure that they comply with all Disaster Recovery DWG and other relevant rules and requirements, including with regard to employment activities, participant eligibility, participant safety and health (including Occupational Safety and Health Administration (OSHA) safety and work condition standards), supervision and attendance, and any other worksite requirements.

CSPH identifies appropriate Worksite Sponsors based on the nature and scope of the disaster or emergency and the types of disaster-relief activities that projects will be carrying out. Worksite Sponsors are entities that preferably have experience in disaster recovery and enter into worksite agreements with CSPH to develop position descriptions and to support participant placement on worksites. CSPH Staff must ensure that the Worksite Sponsor complies with all Disaster Recovery DWG and other relevant rules and requirements.

r. Eligible Disaster-Relief Employers Each disaster-relief worker must have an employer of record, referred to as the Disaster-Relief Employer. There is no limitation on what type of entity or organization may be a Disaster-Relief Employer. The LWDB, a staffing agency, or another entity may be the Disaster-Relief Employer. The Disaster-Relief Employer is responsible for maintaining all personnel and payroll records related to the employment of disaster- relief workers, including employer and employee withholdings and other benefits, if applicable. The Disaster-Relief Employer may be responsible for unemployment claims filed by temporary disaster-relief workers when their assignment ends.

s. Worksite Selection Disaster-relief worksites must be in the geographic area covered by the qualifying event for the Disaster Recovery DWG and within the LWDB's jurisdiction.22 LWDBs must give the highest priority to cleanup of the disaster area's most severely damaged public communities, facilities, and property, and to the cleanup of and provision of humanitarian assistance to economically disadvantaged portions of the disaster area.

The administration of Disaster Recovery DWG funds must be in coordination with projects administered by emergency management and disaster recovery agencies. The funding of temporary disaster-relief positions shall not duplicate or supplant other funding.

Projects may perform work on private property when the following conditions are met:

i. The work must be intended to remove health and safety hazards to the larger community, or to address or alleviate specific economic or employment-related impacts of the disaster, such as cleanup work needed for disaster-affected employers to resume or continue operations.
ii. ii. The activities are necessary to remove health and safety hazards on private lands or around homes or other structures and may only return the land or structure(s) to a safe and habitable level, or operational status, and will not improve the original land or structure(s); and
iii. iii. The LWDB establishes a priority of disaster-relief activities in coordination with the local area's disaster-recovery team23 that identifies the need for and use of private for-profit worksites, as applicable.

t. Health and Safety Standards In all Disaster Recovery DWG projects, LWDBs must establish written policies specifying that Disaster-Relief Employers ensure that project participants are afforded the same health and safety standards established under federal and state law applicable to working conditions of permanent employees. LWDBs must also ensure that participants receive appropriate safety training and ensure safe working conditions in accordance with the OSH Act of 1970, as amended. LWDBs are responsible for ensuring and maintaining documentation that worker orientation and OSHA/safety training has occurred.

Note: Certificates awarded for completion of basic safety training (i.e., OSHA 10) are not recognized postsecondary credentials under WIOA.

u. Prioritizing Disaster-Relief Worksites LWDBs must be prepared to deploy the most appropriate disaster-relief jobs based on the criteria listed in TEGL 09-24, as well as through consultation with local government, community and faith-based organizations, economic development and industry stakeholders, etc. Priorities for the types of disaster-relief jobs should be based on an assessment of the following factors:

i. Physical impact on public properties.
ii. Physical and human impact on the elderly, people with disabilities, low-income and other special needs populations.
iii. Impact on organizations that are needed to respond to the disaster or emergency (governmental, community, and faith-based); and
iv. iv. Impact on local businesses, industry sectors, and the overall economic health of the area.

v. Approval and Tracking of Worksites LWDBs are responsible for approving temporary disaster-relief worksites and job duties for disaster-relief workers. Worksite Reports containing worksite and job description information must be maintained and reported to FloridaCommerce according to a schedule and in a format provided by FloridaCommerce for each Disaster Recovery DWG.

Worksite files must be maintained for each worksite and must include:

i. The agreement between CSPH, the Worksite Sponsor, and the Disaster- Relief Employer, including non-duplication requirements (see Subsection V.K.x. below).
ii. Approved job descriptions.
iii. Evidence of appropriate OSHA/safety training.
iv. Evidence that supervisor orientation24 has taken place at the worksite.
v. Description of supplies and equipment needed and responsibility for providing such; and
vi. Copies of attendance records.

Worksite files will be reviewed on a semi-annual basis by FloridaCommerce staff and must be provided upon request.

w. Use of Equipment for Temporary Disaster-Relief Workers Generally, Disaster Recovery DWG funds may not be used to purchase equipment. Workforce Policy 87, Prior Approval Administrative Policy for Local Workforce Development Boards requires prior approval from FloridaCommerce before funds awarded to a LWDB may be used to purchase equipment for such cases, which may be subject to exception.

If equipment needed for the temporary disaster-relief workers to complete their assigned task is not available at the worksite, such equipment may be rented. Equipment rental expenses must be detailed as a separate line item in the budget(s) submitted by the LWDB to FloridaCommerce.

x. Coordination with FEMA and Non-Duplication of Funds Disaster-relief activities must be coordinated with the appropriate local emergency management agencies to avoid duplication of benefits27 and ensure that grant activities appropriately respond to the affected community's needs after a disaster. LWDBs must also coordinate with federal agencies responding to the disaster, either through direct contact or through state or local agencies working with the federal agencies.

As FEMA and Disaster Recovery DWG funds can pay for similar services, the best way to ensure that the LWDB is not duplicating FEMA funding is to obtain a written statement from the county, city, and/or non-profit as to what services and/or funding FEMA is or will be supplying to the entity and what disaster-recovery services will be provided by disaster-relief temporary

workers. This will provide documentation to show that Disaster Recovery DWG funds are not duplicated with FEMA funded services/activities. The written statement should include a brief description of what staff, equipment, supplies, etc., are being paid through FEMA vs. Disaster Recovery DWGs. When a Disaster Recovery DWG funded disaster-relief temporary job participant works at a site which is later approved for FEMA reimbursement, and it is time for FEMA to reimburse the costs of the project, the wages of the temporary job participants must be deducted from the cost of the project before FEMA reimburses 75% of the cost of the project to the local government.

LWDBs must establish policies and procedures that describe how the LWDB will assess the availability of other resources, such as assistance from FEMA, private insurance, etc., to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities. The established policies and procedures must also address a plan to recover grant funds expended for activities or services for which other funds become available from FEMA, public or private insurance, or other available resources.

y. Local Operating Procedures (LOPs) help local areas further define and clarify how programs will operate locally and are unique to each LWDB. LOPs govern procedures for the Disaster Recovery DWG program and must specifically address how the program will be administered locally. The LOPs must align with this policy. LWDBs must develop LOPS that:

i. Define what constitutes a participant as being “unlikely to return to previous employment.”
ii. Establish a local process for collecting and maintaining eligibility verification documentation, including ensuring that documentation collected is made available for monitoring by federal, state, and other auditors.
iii. Outline how the LWDB will ensure the wages paid to participants enrolled in the disaster-relief employment are in line with the industry standard for that type of work in the area where the work is to be performed.
iv. Ensure that supportive services are provided when needed to enable individuals to participate in disaster-relief employment and employment and training activities.
v. Specify that Disaster-Relief Employers must ensure that participants are afforded the same health and safety standards established under federal and state law applicable to working conditions of other employees at the worksite.
vi. Describe how the LWDB will assess the availability of other resources, such as assistance from FEMA, private insurance, etc., to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities.

Local policies relating to program services must be updated to allow for the full array of services needed to operate DWGs. A written process must be developed that describes variations from the local policies. LWDBs must also ensure that LOPs related to the provision of supportive services and needs-related payments include how these services will be provided to Disaster Recovery DWG participants.

VI. IMPLEMENTATION AND MONITORING

a. Florida Commerce Oversight FloridaCommerce oversees the programmatic and financial management of Disaster Recovery DWGs to ensure effective support for businesses, individuals, and communities impacted by disasters.

Monitoring may occur on-site or virtually and will focus on:

i. Outreach and recruitment
ii. Participant eligibility
iii. Career services and training
iv. Performance and expenditure management
v. Business services
vi. Disaster-relief strategies
vii. Coordination with federal, state, and local partners

Deficiencies, including the failure of an LWDB to meet Disaster Recovery DWG enrollments and/or expenditures, or failure to meet performance requirements, may result in sanctions and Performance Improvement Plans (PIP) identified in Workforce Policy P104 – Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards and Workforce Policy P88 – Performance Requirements for Local Workforce Development Boards.

b. Local Workforce Development Board Responsibilities CSPH establish local policies and procedures to meet state and federal requirements. Each worksite is included in formal monitoring plan.

i. **Monitoring Schedule:** Conduct the first monitoring visit within three months of a participant's placement, and at least every six months thereafter.
ii. **Monitoring Standards:** An independent staff member or third party unaffiliated with worksite or case management must conduct the monitoring. The monitor must engage directly with worksite supervisors and disaster-relief workers.
iii. **Documentation:** Each visit must be documented in a written report, including any required corrective actions. Provide monitoring tools and documentation to FloridaCommerce upon request.
iv. **Compliance:** If it is discovered that workers are engaged in non-disaster-related activities, immediate corrective action must take place, which may include terminating the worksite agreement.
v. **Strategic Planning:** must use information gathered from their monitoring activities to refine their disaster response strategies, including for business engagement, staff training, and integration of disaster response into service delivery.

c. Statewide Monitoring CareerSource Florida and FloridaCommerce will monitor the implementation of this policy, including:

i. Local operating procedures
ii. Continuity of Operations (COOP) plans
iii. Emergency service delivery logs
iv. Mobile unit deployment
v. v. Supportive service distribution
vi. vi. Post-disaster performance data

FloridaCommerce will review each LWDB's COOP and operating procedures every two years to ensure alignment with state protocols. LWDBs must submit a disaster response summary within 30 days of the event's closure, detailing services provided, and individuals served.

VII. AUTHORITIES

Public Law 113-128, The Workforce Innovation and Opportunity Act (WIOA), WIOA Sections 3(15); 134; 170; 181; 184; 185; 188; 189

20 CFR Sections 679.100 - 130 20 CFR Part 680, Subpart C, Section 682.300 – Section 682.370 20 Code of Federal Regulations (CFR) Part 687, National Dislocated Worker Grants

TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules

TEGL 14-18, Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)

TEGL 09-24, Updated National Dislocated Worker Grant Program Guidance

Chapter 252, Florida Statutes

Sections 445.003 – 445.004, Florida Statutes

Pasco-Hernando Workforce Board, Inc.Standard Operating Procedure (SOP)

CareerSource PASCO | HERNANDO

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SOP Number: P122	*Subject:* WIOA Adult and Dislocated Worker Eligibility
Date of Issuance:	**Revision Date:**
Effective Date: 8/21/2025	**Chief Operations Officer – Workforce Services:** Brenda Gause

I. PURPOSE AND SCOPE

The purpose of this policy is to provide the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker program eligibility requirements to CareerSource Pasco Hernando (CSPH) Staff and program service providers to ensure timely, efficient, and aligned services are provided to all seeking eligibility in this program.

II. KEY OBJECTIVES

1. Expand timely access to career services so eligible adults and dislocated workers can get the help they need through the one-stop system.
2. Improve employment outcomes by helping participants find and keep good jobs with competitive wages.
3. Promote skill development through training that leads to recognized credentials and prepares workers for in-demand industries.
4. Strengthen partnerships by working with required and additional partners to deliver coordinated services.
5. Ensure compliance and accountability by tracking performance.

III. MEASURABLE PERFORMANCE OUTCOMES

WIOA outlines six primary performance indicators for the Adult and Dislocated Worker programs, as defined in Section 116(b)(2)(A) of WIOA and 20 CFR Part 677. Additional measures of performance for this policy include:

1. Aligned, clearly written and posted local operating procedures outlining processes for

2. Adult and Dislocated Worker program eligibility.
3. Average time to eligibility determination and service delivery.

IV. POLICIES AND PROCEDURES

A. Eligibility for Career Services

WIOA section (sec.) 3(2) defines an individual who is considered an adult and WIOA sec. 3(15) defines an individual who is considered a dislocated worker for eligibility purposes to participate in the WIOA Adult or Dislocated Worker programs. CSPH Staff must ensure that every individual receiving services under the WIOA Adult or Dislocated Worker programs meets the applicable eligibility criteria and is subsequently enrolled in the program.

An individual's eligibility status is fixed at the time of eligibility determination, and individuals remain eligible for the Adult/Dislocated Worker Program even if there are changes in the original circumstances that were used as the basis to establish eligibility. For example, an individual determined eligible as a dislocated worker on the basis of an anticipated layoff or termination remains eligible even if the layoff or termination does not take place.

Pursuant to the definition of dislocated worker, RESEA participants and those in stop- gap employment may also be eligible for services through the WIOA Dislocated Worker Program.

B. Eligibility for Training Services

Training services may be made available to employed and unemployed adults and dislocated workers consistent with federal regulations. Additional considerations include:

I. Economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services serve as part of the determination consistent with local plans;

II. Individuals unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as state-funded training funds or Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or who require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants may be eligible. Veteran Assistance (VA) benefits for education and training services do not constitute "other grant assistance" under WIOA's eligibility requirements and do not preclude eligibility or need to be exhausted or depleted for eligibility to be determined.; and

III. Need financial support to cover training costs that have not been paid. Reimbursement for training services already paid for is not allowed.

IV. iv. If training services are provided through the adult funding stream, are determined eligible in accordance with the state and local priority system in effect for adults, as prescribed in Workforce Policy 105 – Priority of Service.

C. Statutory Priority for Adult Funds

WIOA establishes a priority requirement with respect to funds allocated to a local area for the Adult program.5 When using WIOA Adult funds to provide individualized career services and training services, CSPH Staff must give priority to recipients of public assistance consistent with Workforce Policy 105 – Priority of Service and Workforce Policy P111 – Priority of Service for Veterans and Eligible Spouses for the requirements for providing priority of service under WIOA.

D. Eligibility Documentation

Upon issuance of this policy, CSPH Staff are required to collect supporting eligibility documentation used to determine eligibility and retain such documentation in Employ Florida.

CSPH Staff must ensure the documentation collected is appropriate and available for review by auditors and federal, state, and local representatives. Adult and dislocated worker service providers must obtain and maintain documentation that supports the determination for eligibility and continuous participation. Please see Section VI. Resources: Source Documentation for Core/Non- Core Programs DOL-only Data Element Validation.

E. Enrollment

1. Employ Florida Requirements

Individuals seeking WIOA services, aside from self-service or information-only services or activities, through the Adult and Dislocated Worker program must be registered in Employ Florida. Once an individual is determined to be eligible for the WIOA Adult or Dislocated Worker program, staff are required to complete a WIOA Adult or Dislocated Worker program application in Employ Florida and enter all required information, including that required by 29 CFR 38.41(b).

2. Enrollment Process Requirements

Individuals interested in consideration for WIOA Title I Adult or Dislocated Worker program services must be allowed to apply for services. However, an application alone is not equivalent to enrollment into the program. CSPH Staff must ensure that every individual receiving services under this program is determined eligible as an adult or dislocated worker and formally enrolled in the program as soon as possible but no later than 90 days after eligibility determination. When enrollment is not completed within 90 days of eligibility determination, a redetermination must occur. Enrollment into the program(s) requires assigning an appropriate service in Employ Florida that initiates participation. Note that while CSPH must meet the 90 days requirement above, LWDBs should strive to ensure that every individual seeking to receive services under the Dislocated Worker program is determined eligible as a dislocated worker and formally enrolled in the program no later than 30 days after eligibility determination.

3. Enrollment in the Adult Program, the Youth Program, or Both

Individuals between the ages of 18 to 24 who meet the respective program eligibility requirements may participate in either the WIOA Adult or Youth program or participate in both concurrently. Such individuals must meet the youth or adult eligibility criteria applicable to the services provided. If such concurrent enrollment occurs, CSPH must track expenditures separately by program and the delineation of services must be clearly identified in the service plan for activities in Employ Florida.

See Workforce Policy 095 - Youth Eligibility for specific details about co- enrollment.

4. Timely, Efficient, and Aligned Determinations

CSPH Staff must engage all customers by following the standards established in CareerSource Florida Workforce Policy P9 - Availability of Services to Floridians. For job seekers, CSPH prioritize customer-centered approaches that ensure a smooth transition from self-service to staff-assisted support, guiding individuals through intake, eligibility assessment, service delivery, and ultimately into quality employment. Additionally, customer eligibility determination should allow for the provision of services and support as quickly as possible, and CSPH Staff should deliver services efficiently with a high level of communication and opportunity for feedback.

F. State and Local Monitoring

CSPH must create and publicly post local operating procedures or LOPs that align with federal and state requirements. Service providers must fully cooperate with all state and CSPH monitoring and follow all applicable laws and policies. FloridaCommerce will monitor activities associated with this policy consistent with 2 CFR 200 and as required by 20 CFR 683.410.

V. IMPLEMENTATION

CSPH must implement this policy through written LOPs that align with federal and state requirements. LOPs must define local eligibility and enrollment processes, including intake procedures, and service timelines and must not include criteria beyond those set forth in WIOA Section 134(c)(3) and 20 CFR 680.210 regarding eligibility or "suitability" for training services. LWDBs must clearly define and apply key eligibility terms and ensure all determinations are supported by documentation that meets the required standards.

Documentation must be uploaded to Employ Florida and retained per 2 CFR 200.334.

CSPH must establish internal controls and a local monitoring plan to ensure timely eligibility determinations and compliance with WIOA requirements. Monitoring must occur at least annually, include a statistically valid sample of participant files, and assess compliance with eligibility, documentation, and priority of service requirements. CSPH must also track service delivery timelines and use results to improve customer flow.

CSPH must evaluate the effectiveness of eligibility and enrollment processes using WIOA performance indicators under Section 116(b)(2)(A) and 20 CFR 677.155. Performance data should inform adjustments to LOPs, local policies, and service strategies. Service providers must cooperate with all monitoring activities and correct any deficiencies.

This policy is effective upon approval. FloridaCommerce will monitor implementation of this policy and related LOPs for compliance with applicable statutes and regulations, including 20 CFR 683.410(b)(2).

VI. AUTHORITY

Workforce Innovation and Opportunity Act of 2014, Public Law 113-128

Code of Federal Regulations (CFR), Title 20 Part 680, Adult and Dislocated Worker Activities Under Title I of the Workforce Innovation and Opportunity Act

TEGL No. 11-11, Change 2, Selective Service Registration Requirements for Employment and Training Administration Funded Programs

TEGL No. 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules

TEGL 07-20, Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program

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SOP Number: 01	**Subject:** Hope to Prosperity (HOPE FL)
Date of Issuance: 08/29/2025	**Revision Date:** 10/26/23, 11/21/23, 4/24/24, 5/17/24, 8/13/24, 11/7/24, 02/2025, 08/29/2025
Effective Date: 08/29/2025	**Chief Operations Officer – Workforce Services:** Brenda Gause

DISTRIBUTION: CareerSource Pasco Hernando Staff and providers

PURPOSE: The purpose and function of utilizing this Special Grant is to provide residents in our local area to benefit and become self-sufficient through joint case management and to promote collaboration between DCF and other local agencies including but not limited to job seekers, community agencies, and employers. Our overall goal is to provide strongly coordinated and collaborative case management that leads to outcomes.

Hope Florida – A Pathway to Prosperity is a comprehensive approach to addressing poverty and promoting economic mobility in Florida. Through this initiative, the Florida Department of Children and Families (DCF) is guiding Floridians on an individualized path to prosperity, economic self-sufficiency, and hope by focusing on community collaboration among the private sector, faith-based community organizations, non-profits, and government entities to break down silos and connect Floridians to resources that lead to stability and new economic opportunities.

The Hope Navigators &/or designated staff are responsible for directing/overseeing the following activities:

- The development and refinement of referral and joint case management processes involving local DCF offices and CareerSource Pasco Hernando.
- The development and implementation of specialized services and programming to help Hope Florida program participants find jobs, enroll in training and launch new career pathways that lead to self-sufficiency and economic prosperity. This programming should include at a minimum job readiness, career exploration through virtual and/or engagement with local employers, life skills, and job search activities through a cohort/job club approach to provide mutual support.
- Job development with companies committed to providing employment opportunities for HOPE Florida participants, including employer engagement and support to promote the use of the Hope Employer micro-site powered by Employ Florida.
- Referrals by LWDBs of potential clients in need of immediate support to address barriers and challenges not related to employment to DCF to access resources. This no-wrong-door approach would further ensure public resources are maximized to help more Floridians and their families achieve economic stability and improve their quality of life by utilizing wrap-around services.
- Convening/participating in regular meetings with local DCF and other appropriate entities to review the journey of jointly managed HOPE Florida participants.

Participating areas are expected to leverage the Florida CLIFF Dashboard suite of tools when deemed appropriate in case management, career coaching, and identifying necessary supportive services when working with Hope Florida participants.

Funds must be used to facilitate meeting the goals and outcome measures of the Wagner Peyser program. Use of these funds must be consistent with the Wagner Peyser PY2023 Annual Funding Agreement (between USDOL and FC). The Wagner Peyser PY2023 Annual Funding Agreement is located at:

http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources

Who is Eligible to be served?

**A Hope Florida participant is defined as an individual who: **

1. Is a U.S. Citizen or National, Florida resident or transitioning service member working with SkillBridge or an individual moving to Florida; or

2. Served by Hope Florida initiative or other state Hope Florida agencies and requires training/employment services; or

3. Is an individual prioritized by LWDBs and voluntarily seeking support or services leading to employment who may benefit from Hope Florida support. This includes: single parents, individuals with unique abilities, veterans on government assistance, youth aging out of foster care, seniors, juvenile justice youth; or

4. Is an individual determined by LWDBs in alignment with federal and state guidelines (20 CFR § 679.310). This includes evaluating factors such as age, income, and employment status to ensure eligibility for WIOA programs. This may include clients with needs related to services from other agencies (e.g., housing or utilities) who are suitable for One-stop services based on available information; or

5. Is an eligible WIOA participant in accordance with Administrative Policy 122 and local guidance.

PROCESS:

This program will serve individuals 18 years of age and older to include general job seekers as well as individuals receiving public assistance, U.S. Citizen or National, or alien authorized to work in the U.S. Individuals served by the Florida Department of Children and Families' Hope Florida – A Pathway to Prosperity initiative who need training and employment services if available.

Referrals:

- There are various ways for individuals may be referred to "HOPE Florida". Depending on the urgency of the individual's situation may depend on the course of action taken by a staff member.

    - Hope Line = 850-300-HOPE
    - Direct referral by contacting / emailing a HOPE Navigator
    - Child Protective Services

- DCF HOPE Navigators may also make direct referrals to CareerSource Pasco Hernando by contacting the liaison or designated staff through Unite Us platform at https://uniteus.com/

- Individuals identified by CSPH staff may be directly referred to the regional HOPE Navigator by completing the referral form in JotForm or referral form a CSPH staff member if expedited services are needed.

- Referral should include customer name, email, phone number, and RFA if applicable.

- Once the referral is received the manager or designated staff member will review customer needs and identify proper referrals, demographics, and need assistance in either job assistance and /or tuition assistance. Should the job seeker not reside in the Pasco or Hernando area the case must be transferred to the appropriate region. The CSPH Hope Navigator will reach out to the customer either virtually or telephonically to discuss barriers, needs, and a plan of action to assist the customer in becoming self-sufficient.

- Within two (2) business days, the CareerSource Hope Navigator or assigned staff will respond to the client's referral by accepting the referral of the client.

- Review the client's home address and county to confirm they have been referred to the correct local area. If the client has been referred to a CareerSource location outside of their communing area, CareerSource staff will select "Send" and transfer the client to the appropriate CareerSource office.

- Within one (1) business day of accepting the referral, CareerSource staff will commence contact attempts. CareerSource staff will make, at minimum, eight (8) (1) contact attempts within 10 business (10) days, or until the client is enrolled in a workforce program and receives a career service. Additional follow-up attempts should be made as appropriate.
  (This decreased from the 21 contact attempts to the 8 contact attempts).

- At least two (2) contact attempts must be made by phone, and the other may be made by email, text, or in-message through Unite Us. No phone calls should be made earlier than 8 a.m. nor later than 7 p.m. Phone calls will be made at different times of the day (e.g., On Monday a phone call attempt was made at 9:02 a.m., and a second was made at 3:15 p.m.).

- Unsuccessful contact attempts must be documented in General Notes by navigating the client's case and selecting Add Note and then selecting General Note. The first words of the note must be "Contact attempt" and the note must include the method and time the contact attempt was made. After details are entered, select Post Note to document the contact attempt.

- If successful contact is made, the interaction must be documented in an Interaction Note by selecting Add Note and then selecting Interaction. The note must include the method of contact, and the duration and result of the interaction (e.g., appointment made). Select Post Note to document the contact. Only successful interactions with the client may be documented using the Interaction Note.

- Once the client has been enrolled in a workforce program and received a career service (e.g., Wagner-Peyser for resume assistance) and had a Hope Florida service code entered on their Employ Florida program application, CSPH HOPE Navigator must close the case as resolved in Unite Us by navigating to the client screen and selecting Close Case.

    - **HFN** – Referral from DCF HOPE FL Navigator (This code MUST be entered first to identify HOPE Florida participant).

- CareerSource Navigator and staff can also use the **HFL** service code to refer clients to the HOPE Florida program.

- CSPH Navigator and staff may use the **HFI** code in EmployFlorida when providing the client with information on the Hope Florida program.

- The **HFB** should be used when an individual is identified by the local area who might need job training or placement. This code doesn't trigger participation in EmployFlorida.

- Once the CSPH Navigator utilizes CLIFF related activities the **CLF** code should be used and documented in EmployFlorida.
- These service codes are to be indicated in EmployFlorida should the customer have an EF account.

- **A32** – Initial Intake Screening service code must be entered when indicating a recipient of public assistance (TANF or SNAP benefits) or an individual receiving other services from the department of Children and families (DCF) who is referred by DCF staff. A case note is required and must include the result of the screening, the specific eligibility category(ies) identified. (IE:, TANF and /or SNAP recipient, other DCF Program), and the outcome (i.e., to whom the individual was referred for services. This code does not trigger participation.

- For those that are co-enrolled with WIOA / WIOA HOPE the following codes should be entered in addition to the codes stated previously in the policy. Are as follows.

  - Hope Florida – Statewide Adult: 864
  - Hope Florida – Statewide Dislocated Worker: 863
  - Hope Florida – Statewide Youth: 862

EmployFlorida Data Entry Information

CSPH must record all activities and services provided to HOPE Florida participants. Service codes must be entered into based on the activities and services provided in accordance with Administrative Policy 115: Common Exit and the EmployFlorida service Code Guide.

- Record all grant codes, activities and services for HOPE Florida participants by using specific service codes.
- Use HOPE FL codes first when registering participants, followed by other relevant codes.
- The HOPE FL codes should only be entered into the system one time.

- The CSPH Navigator will provide the customer with an orientation / overview of workforce services that are available for residents in Pasco and Hernando counties.

  - Should the individual be receiving public assistance such as TANF, SNAP, or be on an intensive program such as WIOA, VETs, or Youth the assigned program staff will also ensure the workforce orientation, assessment, and employment and training goals are identified. Customers will also be encouraged to complete EF registration for tracking and referral.

  - Assessments may be formal or informal based on the individual. Results will help identify the individual's activity path as well as the barriers that exist that impact the customer's immediate employment options. The focus will be devoted to the individual's path to self-sufficiency.

- An individualized plan may be created by a DCF HOPE navigator and shared with CSPH staff to help lead and guide those participating in the program. This will formulate a streamlined process and help provide the best possible services when determined eligible and available.

- Assigned activities will be based on the customer's interest and assessment results.

As follows:

- Job search Assistance / Placement
- Job referrals
- Job development
- Career Services

What types of services can be provided to approved Hope Florida employers?

Allowable Supportive Services (WIOA 20 CFR Part 680 Subpart G):

- Supportive Services: Necessary services to enable participation in WIOA activities, including transportation, childcare, housing, educational testing, legal aid, etc. Local boards determine available services based on policies and priorities, as outlined in federal WIOA guidance and regulations.

- Eligibility: For individuals in career/training services unable to obtain these services elsewhere.

- Local Workforce Development Boards: Develop supportive services policies with one-stop partners and community service providers.

Co-enrollment: - Local workforce boards can co-enroll participants in multiple WIOA-funded programs for comprehensive support. This approach leverages different programs' strengths, offering a holistic service experience. Once participants stabilize through Hope Florida, they become strong candidates for WIOA co-enrollment.

Support service referrals may also be identified & created if applicable to help resolve any barriers / needs that are not offered by the local workforce center.

Career Exploration:

- Career Exploration may be offered in the form of Virtual Career Exploration through Virtual Reality sessions or by utilizing an online portal or online resources to include but not limited to ONET, Google searches, etc.

- Individuals may also conduct Career Exploration through any additional online resources and as well as Career Pathways by using the CLIFF Dashboard (Floridacliifdashboard.com) – this site uses personalized data to create a financial forecast for long-term wage and growth.

Job readiness:

- Job readiness will include both soft skills and technical skills to include the following:

    - Assessments – Testing may be provided through CareerSource Pasco Hernando Navigator to strengthen skill-based proficiency as well as self-assessments and online testing. Listed below are some of the resources offered but not limited to the following:

- EmployFlorida Assessment & Career Development
- CLIFF Dashboard
- Online Ready to Work
- Proctored assessment and testing services offered by CSPH
- Employer–employee assessment

- **Workshops** – In person and / or virtual for example:
  - Dress for Success
  - Creative Resumes
  - Applications / Interviewing Techniques
  - EmployFlorida to include Alison

- Assessments and workshops may be delivered in a group setting or individual / online whichever will be beneficial to referred individuals.

Workshops are available for all job seekers and participants who wish to attend by registering with CSPH website EVENTS calendar at https://www.careersourcepascohernando.com/upcoming-career-resource-events or staff assisted registration.

Training:

- Training opportunities and scholarships may be provided through WIOA funding. These opportunities will follow the same eligibility that is defined in the local WIOA policy and determination process. WIOA staff will ensure that all rules and regulations are followed, and appropriate EF case management is conducted for eligibility and tracking purposes.

  - Work based program/training (OJT, Paid Work Experience, Apprenticeship) as well as short-term training by an approved vendor.
  - If a customer is active in either SNAP or WTP and interested in training a DCF HOPE referral through Unite Us is not necessary but is preferred locally for tuition assistance. And all WIOA eligibility rules and regulations must be followed to ensure suitability and eligibility.

    - See WIOA SOP for specific rules and regulations.

Additionally, participants who meet one of the following criteria must be co-enrolled using the following designated project codes:

- Hope Florida clients (see definition below) on Hope Florida – Statewide Adult: 864
- Hope Florida – Statewide Dislocated Worker: 863
- Hope Florida – Statewide Youth: 862

Adding a New Client in Unite Us

Should a client be referred directly to the HOPE program via a CSPH staff member the HOPE Navigator will assess the client situation and add the client to the Unite Us tracking portal.

To do so, the CSPH HOPE Navigator will go to the Unite Us dashboard and from the top tool bar click on the + (plus) sign and select New Client and create the file by entering in all required demographics. Once the client engages or not the same steps will be followed to close the case. This process will also allow for the client to be searched in Unite Us.

Employ Florida Data Entry Information

CSPH staff must record all activities and services provided to HOPE Florida participants. Service codes must be entered based on the activities and services provided in accordance with Administrative Policy 115: Common Exit and the Employ Florida Service Code Guide.

- **Service Code HFN, Referral from DCF Hope Florida Navigator.**
  This code is recorded when customers are referred to a CareerSource Florida network career center by the Florida Department of Children and Families (DCF) Hope Florida (A Pathway to Prosperity) Navigator for career and training services. This code does not trigger or extend participation.

    - This code MUST be entered in Employ Florida for all referrals received by (DCF) Hope Navigators regardless of Initial Intake screening and services provided based upon availability and engagement.

    - A case note is required and must indicate the date of the referral, referral outcome, and a brief description of the services provided.
    - All services / training services must be entered into EmployFlorida this will include HFN, HFI, HFL, HFB, A32, CLF, and OSST CLF=30, + any activity/services provided to participants while navigating through the program.

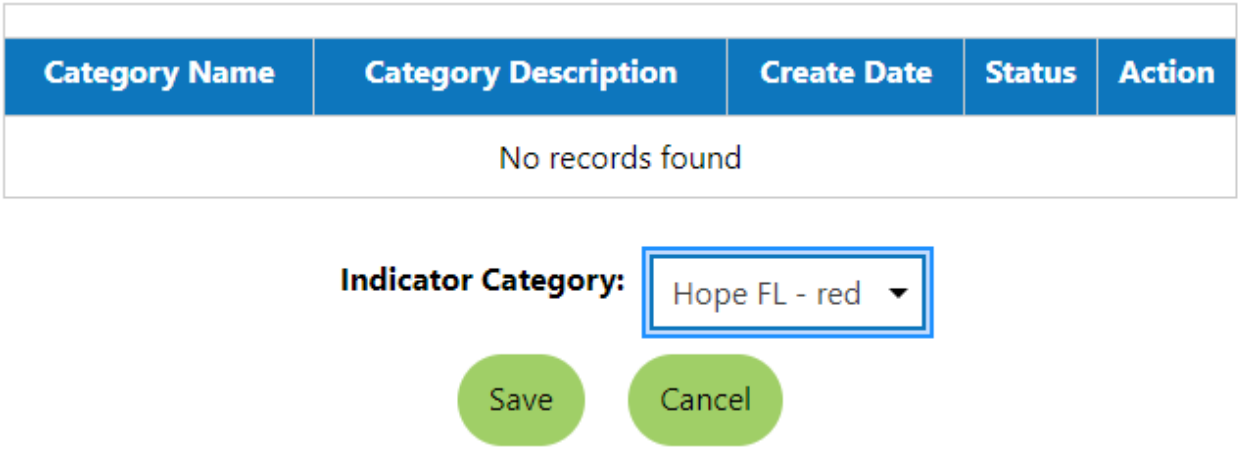
Steps to add a Hope Florida indicator to a participant in Employ Florida:

1. Go to **Manage Individuals** and select **Assist an Individual**.

2. In the **Staff Information** section, click on **Client Indicator**.

3. Click on **Add New Client Indicator** and select **Hope FL – red**. Then click **Save**.

The participant now has the **Hope FL indicator** by their name.



- **Activity Code A32, Initial Intake Screening – HOPE Florida Applicant.**
  This code is recorded when indicating a recipient of public assistance (TANF or SNAP benefits) or an individual receiving other services from the Department of Children and Families (DCF) who was referred by DCF staff.

    - A case note is required and must include the result of the screening, the specific

eligibility category(ies) identified (i.e., TANF and/or SNAP recipient, other DCF program), and the outcome (i.e., to whom the individual was referred for services). This code does not trigger or extend participation.

- Use local Wagner-Peyser Employ Florida data entry procedures to record activities and services provided to the participant.

- If the participant is enrolled in a sister program, such as the Workforce Innovation and Opportunity Act (WIOA), use local data entry procedures to record activities.

- **HFB** - Individual identified by the local area who may need job training or placement. Does not trigger participation.

- **HFI Activity Code** – This code will be entered in anytime a job seeker or participant is referred to DCF from CSPH by offering the DCF Hope Line. This code will be entered into EmployFlorida system regardless of how the individual is referred to DCF HOPE.

  Hope Line = 850-300-HOPE

  Direct referral by contacting / emailing a DCF HOPE Navigator – This manner will be used when an expedited service / support is needed that is not available through our centers. A detailed email will be sent to the CSPH designee identifying the job seeker / participant's name, phone, email address, significant barrier and services needed. This will only be done in extreme cases and should not be considered the normal process.

HOPE Referred customer to DCF HOPE program for possible assistance with XX. Provided HOPE phone number (850)300-HOPE.

In addition to the coding the **(HFL)** code will be entered when a direct referral is made and sent to a DCF Navigator and the case note must be used in the EF system for tracking purposes.

- **CLF**- Use of Cliff Tools.
- CLIFF Tools in OSST=030.

HOPE Referred customer to DCF HOPE program for possible assistance with XX. This referral has been sent directly to the DCF Navigator for further information and assistance.

- **Employer Service Code EHO, HOPE Florida Participant Advocacy**.
  This code is recorded to document advocacy on behalf of HOPE Florida participants (individuals referred to by and/or jointly managed with, the Department of Children and Families). A case note must include information provided, specific participant referral, if applicable, any agreed-to action steps, and follow-up. If applicable

Program Outcomes:

- Development, implementation, and refining of process for referral and joint management of HOPE Florida participants by DCF and CSPH
- Coordination activities with DCF and other local partners
- Number of Hope Florida participants served
- Outreach activities to employers that receive the EHO service, HOPE Florida Participant Advocacy, job postings for such employers, and placements of Hope Florida participants with such employers

- Job development with companies committed to providing employment opportunities for Hope Florida participants.
- Enrollment of HOPE Florida participants into specialized HOPE Florida programming
- Enrollment of HOPE Florida participants in education/training funded by WIOA or through local educational institutions (RTOL) https://www.careersourcepascohernando.com/wioa
- Enrollment of HOPE Florida participants in work-based activities funded by WIOA or through other available programs
- Supportive services provided to HOPE Florida participants
- Employment and retention of HOPE Florida participants

Program outcomes include all core WIOA performance measures, including employment after exit, average wages, credentials and measurable skills gains.
Program services and outcomes will be considered from the time the individual is enrolled in an activity A32, Initial Intake Screening – HOPE Florida Applicant through the 4th quarter after exit.
Service codes must be entered based on the activities and services provided in accordance with Administrative Policy 115: Common Exit and the Employ Florida Service Code Guide.
Once the participants have received services through the HOPE program and are also in additional regional programs, the referral in Unite Us should be closed and all further assistance / activity will be tracked in EmployFlorida.

Optional **Individual Employment Plan:** Once an individual has been referred to the HOPE program and engages with the HOPE Navigator, discussions and assessments may be completed to determine what the individual's path / roadmap may be taken to help guide the individuals in becoming successful in the HOPE program and geared towards self-sufficiency. While we know that not everyone is on the same journey, the IEP may be created to help guide and assist individuals with a sense of timeline and tasks that may help them to become more equipped with the tools and direction.

The IEP contains five major elements:

- Education
- Assessment
- Needs and Barriers
- Career Goals and Interests / Objectives
- Steps to Self-Sufficiency

Once the plan is created and signed by both individual and Navigator a copy shall be filed & given to individual for future reference for tasks and successes. This process will be an attempt to further enhance the program and its ability to move people towards self-sufficiency.

Data Input Deadline: Participant data must be entered into Employ Florida by staff as soon as it becomes available, or as soon as possible thereafter, but no later than the fifteenth day after a service or activity is provided to a participant. Failure to enter data by the fifteenth day after a service or activity is provided to a participant will result in lockdown issue.

Document filing: The HOPE navigator must secure all documents in filing system that are received / created and used for HOPE cases. For example: Referrals, assessments, job seeker documents, WIOA / WIOA Youth documents

- This should be done within 24 hours of receiving/issuing/completing.

Program Goals 2025-26:

CSPH HOPE Goals for PY 2025 - 2026						
Codes	24-25 Cumulative Data	25-26 End of Year Goal	Quarter 1 July - Sept	Quarter 2 Oct-Dec	Quarter 3 Jan - March	Quarter 4 April-June
HFN	75	83	20	41	62	83
HFL	51	56	14	28	42	56
HFI	588	646	160	322	484	646
HFB	9	10	2	4	7	10
A32	58	64	16	32	48	64
CLF	31	35	9	18	27	35
EHO	16	20	5	10	15	20

Quarterly Reports: CSPH Workforce Manager or designee must submit quarterly reports template by the 10th day of the month following the end of the quarter to Florida Commerce & CSF ongoing throughout the duration of the grant (June 2026) to esampson@careersourceflorida.com / Lorena.clark@commerce.fl.gov / GrantsandSpecialProjects@commerce.fl.gov with the first report being due 10/10/2025 and ongoing.

See Chart on next page:

Set Aside Initiative: Network Navigators					
Program Output/Outcomes	**Quarter 1**	**Quarter 2**	**Quarter 3**	**Closeout**	**Goal / Target (set 30 days from receipt of NFA)**
Activity Code:					
Activity Code:					
Activity Code:					
Activity Code:					
Activity Code:					
Activity Code:					
Activity Code:					
Activity Code:					
Activity Code:					
Number of Businesses contacted and partnered with for this initiative					
Active OJT contracts being funded					

Official Signature

Brenda Gause
Chief Operations Officer – Workforce Services

SOP Number: SNAP SOP # 1 **CSF - P129**	*Subject:* SNAP Service Flow
Date of Issuance: 10/01/2025	**Revision Date: 1/12/2017, 11/15/2018, 11/29/2018, 11/15/19, 05/17/2021, 11/4/2021, 3/21/2023, 9/5/2023, 10/26/2023,3/12/24,7/1/2025, 8/21/2025, 03/01/2026**
Effective Date: 05/19/2026	Chief Operations Officer – Workforce Services: Brenda Gause

Purpose

To provide established local ***standardized*** operating procedure in the management of the regional Supplemental Nutrition Assistance Program (SNAP).

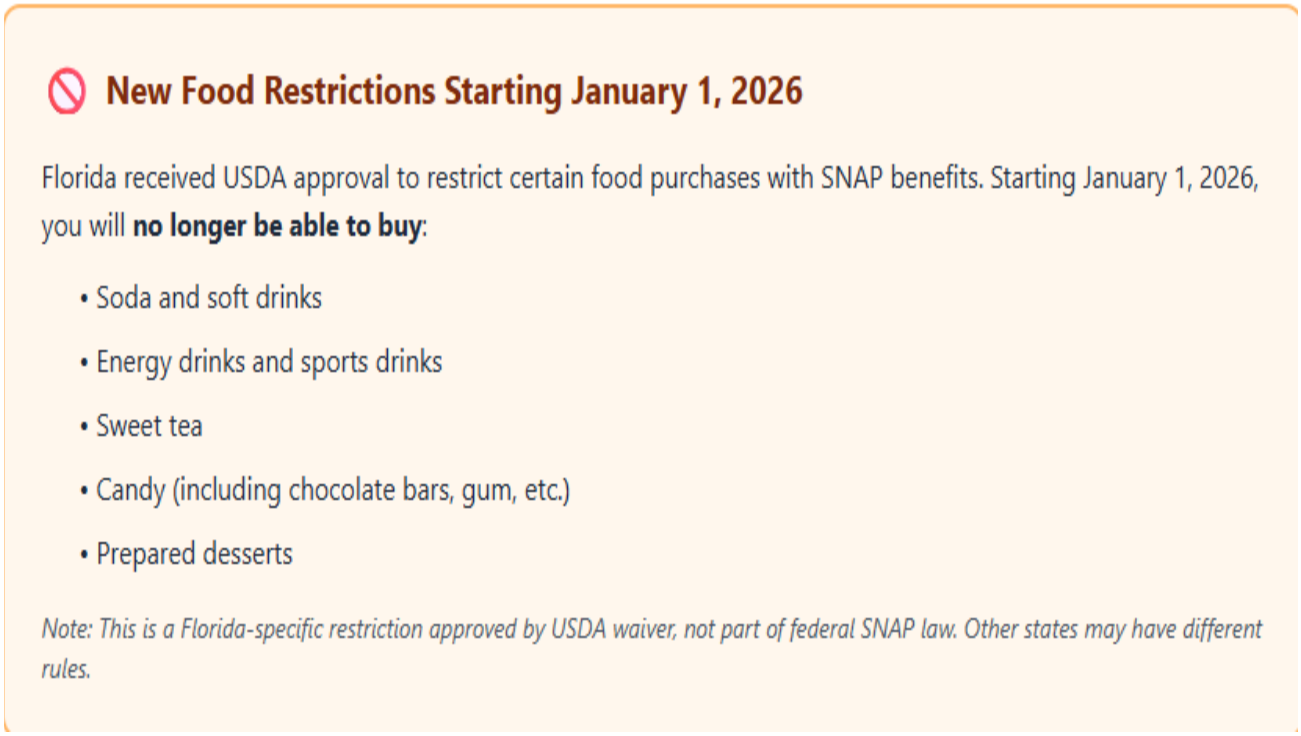
Background

The Florida SNAP E&T Program is a federally funded initiative that helps recipients gain skills, training, and work experience for long-term employment and economic self-sufficiency. The program is administered by the Florida Department of Children and Families (DCF), which determines eligibility and refers participants to LWDBs for services. The Florida Department of Commerce (FloridaCommerce) oversees service delivery through LWDBs and career centers. CareerSource Florida, the State Workforce Development Board, ensures alignment with statewide workforce goals, while LWDBs and career centers deliver program services, provide assessments, employment planning, component assignments, and other services. Collaborative efforts enhance engagement, compliance with federal and state requirements, and effective service delivery to support participant success and program accountability.

Under Title 7, Code of Federal Regulations (CFR), sections 273.7 and 273.24, and Chapter 414.455, F.S., Florida operates a mandatory SNAP E&T program for Able-Bodied Adults Without Dependents (ABAWDs). ABAWDs must meet specific work requirements to maintain benefits

Florida will begin to offer E & T qualifying components to all referred ABAWDs. Florida Commerce will send ABAWDs, ages 18 – 59, an Employment and Training Referral (ETR) with instructions on how to engage in the program as a condition of receiving SNAP benefits. If the participant does not respond to the ETR within ten days, Florida Commerce will send the Department of Children and Families (DCF) a noncompliance record. DCF will inform participants, through a Notice of Adverse Action (NOAA), that they have a certain period of time to comply. The NOAA will contain information on how the ABAWD can comply.
If the participant fails to engage with the E & T program by a specific date, DCF will impose sanctions for failure to comply with program requirements.

- Work requirement ages 18-59
- Parent exemptions changed to children under 14 only (down from 18)
- Veteran, homeless, and former foster youth exemptions removed
- Immigration eligibility restrictions implemented
- States implementing changes by November 1, 2025
- Thrifty Food Plan restrictions are now in effect



New Food Restrictions Starting January 1, 2026

Florida received USDA approval to restrict certain food purchases with SNAP benefits. Starting January 1, 2026, you will **no longer be able to buy**:

- Soda and soft drinks
- Energy drinks and sports drinks
- Sweet tea
- Candy (including chocolate bars, gum, etc.)
- Prepared desserts

Note: This is a Florida-specific restriction approved by USDA waiver, not part of federal SNAP law. Other states may have different rules.

Service Delivery Flow

The following information is outlined to represent a general flow of activity assignment and is expected to be followed by all Workforce Development Counselors.

Automation Processes

- The Supplemental Nutrition Assistance Program is time sensitive; therefore, all cases should be acted upon in a timely manner. With the automation process the OSST system is designed to have client screens that will actively engage the candidate with the initial stages and walk candidates through the initial process.

- The initial engagement process welcomes the participant to the program and helps the participant understand the program and its requirements. The automated process will assess the participant and utilize the answers of activity determination from the assessment to help guide the candidate through the initial process. The OSST system will also provide step-by-step instructions and the due date for any materials that may be required for submission.

- The candidate will also be prompted by Florida Commerce to schedule an appointment with their local CareerSource office. This task must be done by the candidate as they will have to login to the OSST tracking system, through online instruction. They will also be able to call to get help logging in to the system. Once

the candidate has completed the initial steps in the OSST system and has created a login, the candidate will be guided through the on-line orientation and assessment.

Step list below:

STEP 1& 2

***Complete State orientation & Assessment and EF registration:**

GO TO: **https://osstclient.deo.myflorida.com/**

Click on **NEW USER** – answer the questions and set up your password (be sure to keep your username and password for future use)

Login with your new username and password and complete all *steps.*

Please note that this step must be completed timely. Please refer to the completion date specified on your Employment and Training Referral or contact DCF to inquire.

STEP 3

***Schedule the first appointment:**

GO TO: **https://osstclient.deo.myflorida.com/**

Login with your new username and password and select the date, time and location you wish to attend your first appointment.

Please note that this step must be completed timely. Please refer to the completion date specified on your MYTESS account Employment and Training Referral or contact DCF to inquire.

List of locations and time below: Additional sessions may be implemented as needed.

	Brooksville	New Port Richey	Dade City
	Friday 9AM to 10AM	Wednesday 9AM to 10AM	Monday 9AM to 10AM

*****Should a participant be *unable to complete the automated online process set forth by* Florida Commerce *or LWDB 16 and need assistance completing the process due to a computer, reading, or language barrier, the LWDB will assist the participant through a one-to-one meeting and guide them through the process. If needed, the paper version will be administered to the customer for completion and if needed assistance may be provided. *****

Details related to the automated process:

- The interface runs daily, Monday through Friday the One-Stop Service Tracking (OSST) system receives a file containing information about individuals receiving benefits through an "interface" with the FLORIDA system. If the information indicates that an individual is receiving food stamps and is required to participate in the Supplemental Nutrition Assistance Program (based on eligibility requirements),
    1. A new SNAP case will be created, or
    2. A case that already exists in the system will be reopened,
- The case status will be modified to reflect mandatory engagement, and the case is moved to the correct SNAP unit.
- The workforce data entry system, the OSST system, will confirm the "to-do" that notifies the workforce system the participant must be engaged via the automated process. The system will then initiate contact with the program participant by generating an initial notification letter, the *Employment and Training Referral*,
- By acting on the "to-do" quickly, delays in the initial engagement process have been reduced, if not eliminated.
- Florida Commerce mails the letter to the SNAP participant. The *ETR letter* includes instructions for the program participant. The participant will then schedule his / herself for their initial appointment by logging into OSST and signing up for a group session of choice. The participant must meet with the Workforce Development Counselor within 30 days of the referral, or the sanction process will be initiated by Florida Commerce due to failure in the program requirements.
- If the participant responds to the letter as requested in the instructions or the participant demonstrates good cause to DCF for not being able to participate in the program, the participant will be directed accordingly by Florida Commerce.

It is important to note that SNAP staff can stop the automated process if the participant responds and complies according to the instructions sent in the letter. The SNAP staff should enter data on the case only if the participant attends the required activity or contacts program staff as indicated in the notice mailed to the customer.

Orientation / Assessment:

Florida emphasizes a "work first" approach to SNAP. Upon entering the program, the candidate will receive an orientation / assessment through the OSST on-line system to determine the candidate's current situation and ability to meet program requirements.

Orientation / Assessment are required activities for new or reopened food stamp recipients. All candidates who have not completed the OSST orientation within the last 12 months or if there has been a significant change in the program must attend prior to being assigned to a countable component. Both orientation and assessments are conducted through the on-line OSST system. The candidate will be asked a series of questions to ensure that the candidate should be referred to the program. If the candidate thinks that he / she has been referred to incorrectly, they are prompted to contact DCF at 1-866-762-2237.

Staff will be utilizing activity code 500(Orientation) & 575(Assessment) to document CareerSource Pasco Hernando Orientation/ Assessment has been completed in person with a CareerSource Pasco Hernando staff member due to limitations or inability to utilize a computer. This will only be utilized in extreme circumstances due to limitations and inability to utilize a computer.

The Workforce Development Counselor will be able to assist program candidates in completing the OSST orientation session and the OSST assessments on-line. Activities will be assigned based on the information secured through Internet based assessment. If the participant indicates limitations either mental or physical, current employment or current educational enrollment, the participant will be encouraged to secure documentation and participate according to his/her ability and notify DCF immediately.

The participant will need to notify DCF of any exemptions or exceptions in an expedited manner to quickly be deferred from the program. The participant can provide written documentation to DCF, report a change through their ACCESS account, email/scan/fax documents to DCF, or verbally via phone. It will be the participant's responsibility to secure the exemption or exception to avoid a work penalty.

The participant will have 7 days to complete the automated process from the date of referral. The participant should refer to the auto generated letter or the Florida Commerce client site for exact dates.

Eligibility Verification

Career center staff should confirm the participant's eligibility using DCF referral data housed in their management information system and OSST records to ensure the individual has been properly referred and does not appear to meet an exemption as outlined in the most current programmatic guidance and current federal law. Staff should confirm this information at the time of the initial engagement appointment prior to assigning the participant to a program component. If it is determined the participant may meet an exemption, staff must instruct the participant to notify DCF of their household changes to allow DCF to determine whether the participant continues to meet the requirements for referral to the SNAP E&T program.

Assessment and Employability Planning

As part of the online assessment, participants will answer questions that provide information on the participant:

- academic and occupational skills
- career goals and interests
- personal needs/barriers
- employability skills
- work history

Staff must review the assessment information with the participants during the initial engagement appointment to ensure accuracy. The information will be used throughout the employability planning process culminating in the creation of an Individual Employment Plan.

CSPH may use other assessment tools, in addition to the OSST Initial Assessment, to assist with employability planning/case management, such as Test of Adult Basic Education (TABE), My Career Shines, Career Scope, and the CLIFF Dashboard. Additional assessments should be scheduled or conducted at the initial engagement appointment, as determined appropriate, prior to the participant being assigned to a program component. Further, CSPH may conduct additional assessments during program participation as the participants' needs change, or a new program component is being considered. In the event of a system outage, staff may conduct the assessment manually by using the OSST Initial Assessment Form.

CSPH must ensure that staff are trained in techniques to facilitate productive experience to include motivational interviewing, employability planning, coordination of services, and methods of ongoing progress monitoring.

Documentation and Compliance

Staff must document case management activities, participation hours, support services, participant reimbursements, supporting documentation, and outcomes in OSST and the participant's case file in a timely and accurate manner. It is recommended that documentation of activities occur within two days of provision. Case files must include verification of participation (i.e., timesheets, attendance records, check stubs, etc.), documentation supporting participant reimbursements, support service referrals, and any correspondence related to the participant's progress or challenges. Documentation may be submitted to staff either in-person or virtually (i.e., email, upload to document management system, etc.).

IEP (PLAN) Development

To ensure effective service delivery and alignment with participant goals, all participants must have an Individual Employment Plan (IEP) developed and maintained in the participant case file and a summary documented via case notes in OSST. IEP development should use the S.M.A.R.T. (Specific. Measurable. Achievable. Relevant. Time-Bound) principles and include sector strategies and career pathways principles as described in CareerSource Florida Workforce Policies O3 – Sector Strategies Policy and P10 – Comprehensive Employment Education and Training Strategy and implemented in WIOA Local Plans.

SNAP E&T IEP (PLAN) Effective 03/01/2026

Florida Commerce has developed a statewide universal plan to assist individuals in their path to self-sufficiency. This plan is a guide for participants and for the case manager to assist the participants in achieving their employment and educational goals. The plan should list goals for employment and education while focusing on co-enrollment if appropriate. The plan will also outline action steps for goal attainment, assigned program components, required participation hours, and identifies reasonable and necessary services to support program participation.

IEP Form: SNAP E&T Individual Employment Plan (IEP)

The IEP must identify appropriate SNAP E&T components, support services, and co-enrollment opportunities with WIOA or other workforce programs. The IEP should reflect both short-term and long-term employment and educational goals, informed by labor market information and participant interests. The IEP must be initiated during the initial engagement appointment. Completion of the IEP means the IEP has been signed by the participant and staff or otherwise documented in OSST. All contact attempts made to complete or update the IEP must also be documented in case notes.

Attending the Initial Appointment

On the day scheduled for each initial assessment / individual or group session the Workforce Development Counselor will pull the list from MYTESS or by running a search in OSST for activities for the specific date, and location (office). To run a search the Workforce Development Counselor will need to select the following in OSST as follows:

Searches > activity search > select r/c/u > activity code (590) > date > search.

After Florida Commerce Automated process is completed and the participants attend their first meeting with their Workforce Development Counselor; the participant and the Workforce Development Counselor will work together to determine the most appropriate qualifying activity or activities for the SNAP E&T participant. This may include Work Experience (WE) as well as Education, Vocational Training, Supervised Job Search, and Job Search Training. The work activity will be assigned to assist the participant with the development of skills to secure employment. This assignment may consist of multiple activities being assigned simultaneously and throughout the duration of the program. This meeting may be conducted in several different ways; either by attending a group session or one – to – one appointment with the Workforce Development Counselor. Also, ongoing meetings / follow up appointments will be scheduled at least once every 30 days but no longer than once per month each month may be conducted by one-on-one meeting (face to face, Virtual, telephonic, etc.) with the participant and Workforce Development Counselor. If suitable to the participant's needs, the Workforce Development counselor should also make efforts to co-enroll the participant in programs such as WIOA and TAA, vocational rehabilitation as well as encourage application to known employment opportunities.
During the first session, the Workforce Development Counselor and the participant will also review the OSST assessment and determine if any additional resource referrals are needed and if so, one will be generated and sent directly to the provider.

Career center staff must inform participants of grievance procedures, their rights, responsibilities, and the consequences of noncompliance. In addition, the participant must acknowledge receipt of this information by signing the Opportunities and Obligations Form. Staff should maintain a copy of the signed form in the participant's case file and provide a copy to the participant for their records.

When the participant attends the first appointment, the 590-activity code will be completed with an end date of the date the participant met with the Workforce Development Counselor and a positive outcome code of completed and assigned to an activity.

If the participant fails to show for the initial appointment meeting as scheduled the Workforce Development Counselor will update the 590-activity code in OSST and ensure the sanction process has been started in OSST by reviewing the Alternative screen in OSST. If the sanction process has not been started through the auto process the Workforce Development Counselor will manually start the sanction process and case note actions.

During the first session, the Workforce Development Counselor and the participants will create an activity plan / employment plan that will stand as a binding contract between the program and participant. This contract will provide guidance and steps for the participant to follow to stay engaged in the program and avoid any potential sanction or negative action on his / her case status.

*** 590 Activity***
The 590-activity code will be closed during the first initial appointment once the participant is assigned to a qualifying activity and a total of 80 hours in the initial from work experience, education, vocational training, employment, etc.

For example:
If the customer received $100 in food stamps, the breakdown could be as follows:

Work experience = 12 hours for the month
Job Search training (511) = 20 hours month
Job Search (512) = 19 hours for the month
Education (526) = 29 hours for a month

This example is only an example and is not the only breakdown possible for calculating the 80 per month requirement.

The participant will only have one opportunity to reschedule the 590-activity code, or the sanction process will start. The participant would have to contact the Workforce Development Counselor prior to the scheduled appointment and ask to be rescheduled to avoid the sanction process being started.

When operating a program serving ABAWDs, SNAP E&T will focus on assisting ABAWDs in meeting their work participation requirements to ensure continued program access for compliant individuals. Per 7 CFR 273.24, ABAWDs will meet the work requirements by:

- ✓ Working 20 hours per week*
- ✓ Participating in and complying with the requirements of a work program 20 hours per week
- ✓ Performing any combination of work and participation in a work program for a total of 20 hours per week
- ✓ Participating in and complying with a workfare program

* For purposes of this provision, 20 hours a week averaged monthly means 80 hours a month.

The participation calculation differs from the normal 20 hours per week / 80 hours per month while referred to the program.

The calculation used to determine the required hours of participation is the household's SNAP allotment, divided by the state minimum wage. The result is further divided by the number of SNAP participants in the household. If an employed participant is assigned to education/training, the total hours assigned in this component plus those in employment must be a minimum of 80 hours per month.

In addition, when calculating the number of work experience hours, they must not be rounded up when entering in OSST under skill development. For example: Customers receive $281 monthly in Food Assistance divided by current hourly minimum wage (14.00) equals 20.7, the number should not be rounded up but only the whole number (20) utilized for monthly total amount to be entered into OSST.

SNAP staff will obtain and maintain verification of component participation, as well as employment verification, to ensure the participant is engaged in the appropriate number of hours in SNAP E & T components. DCF is responsible for identifying and tracking ABAWD time-limited months.

SNAP E&T Components

A qualifying SNAP E&T component is considered standalone and can count for part or all of the monthly work requirement for ABAWDs. CSPH staff must assign participants to appropriate SNAP E&T components (upon completion of assessment), document component assignments in OSST, and update the IEP accordingly.

Work components and activities under the SNAP E&T program are outlined in 7 CFR 273.7 and further defined in the SNAP E&T State Plan. Participants may be enrolled in one or more qualified components each month to satisfy the program's mandatory work requirement.

Note: Supervised job search and job search training are non-qualifying components unless paired with a qualifying activity. Supervised job search and job search training activities, when offered as part of other E&T program components, are acceptable as long as those activities comprise less than half the total required time spent in the components.

CSPH staff must assess participants for co-enrollment opportunities in WIOA and other workforce programs. Co-enrollment can fill service or funding gaps (e.g., training, support services), provide access to additional work-based learning (e.g., On-the-Job Training and apprenticeships), and maximize participant outcomes through layered support. If applicable staff must document co-enrollment decisions in OSST and coordinate with WIOA case managers to align services.

Additional Allowable Components (activity):

During this process the participant will conduct OSST online Florida Commerce orientation, assessment, and schedule their own CareerSource appointment through the OSST online appointment scheduler.
Our best practice in LWDB 16 is to ensure the participant completes the 80 hours monthly in an array of activities including WE, Education, and Supervised Job search or Job Search Training. These activities are scheduled immediately once the participant attends the initial appointment with their Workforce Development Counselor.

Work Experience Component:

LWDB 16 may utilize Work Experience (WE) with Education as the primary activity component. This activity connects participants with employers to build job-related skills through practical experience or training at a worksite. Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. The CSPH arranges worksites within the private for-profit sector, the non-profit sector, and the public sector where participants can gain work experience designed to increase their employability. is utilized to improve the employability skills of individuals through actual work that enables him/her to move into unsubsidized employment. The calculation used to determine required hours can be found by dividing food stamp allotment by minimum wage.

An ABAWD / participant may identify a worksite that has not yet been developed by the LWDB. However, the ABAWD / participant will not be assigned to work experience at the worksite until an agreement with the site has been executed by CSPH. Work experience hours are based on the benefit calculation. The benefit calculation is the food assistance allotment divided by the higher of the federal or state minimum wage.

Once a site has been identified a signed agreement and Job Description must be obtained prior to participation. Both CareerSource Pasco Hernando and the site must sign this agreement, and the original filed in the candidate record before the candidate can start participation. If the site chosen for participation is a site already identified for participants and a signed contract and job description are on file, then another agreement is not necessary for SNAP participation. Indicate this in a case note.

- No more than the number of hours indicated on the Benefit screen can be assigned. Supervised Job search and job search training hours cannot exceed ½ of the assigned benefit screen total hours assigned. Candidates need to complete the Participation Time Sheet and turn them in each Friday by 4:00PM every week unless prior arrangements have been made, but no later than the 15 and the 30th of the month. Participation can be completed for the whole month within the first two weeks of the month.

Work experience may count as a stand-alone component or may be combined with other program components in the described combinations:

- Work Experience combined with supervised job search.
- Work Experience combined with job search training.
- Work Experience combined with education.
- Work Experience combined with training.

NOTE: Hours assigned to work experience will not exceed the allowable hours as derived from the benefit calculation.

Education

Assignment is based on assessment findings and must be scheduled at 80 hours per month. Structured study time can be used in establishing hours of participation. This must be signed by a teacher, librarian, or other school officials responsible for monitoring the study time. Staff can determine which activities will constitute an educational component

from the list below. If staff are unable to make a determination, then staff should consult the Workforce Development Supervisor or designee.

Education may also include the following:

- Adult basic education
- Remedial Education
- High School/GED
- Post – Secondary education
- ESOL
- GCF Learn Free / Alison / EFM Training for Job Seekers
- Ready to Work
- Khan Academy

For those that are non-English speaking may be enrolled in ESOL classes and may consider it their full-time activity for 80 hours monthly participation in SNAP. This activity may be counted as the primary activity if the classroom hours and study time hours are signed by a teacher, librarian, or other official responsible for monitoring the activity.

Career/Technical Education Programs or Vocational Training

Description of Component: Career/technical education and vocational training provide an opportunity for ABAWDs / participants to participate in courses or programs of study that are part of a program of career and technical education and other post-secondary education. Vocational training offers participants an opportunity to earn post-secondary credentials valued by employers and industry, including certifications and degrees, industry-recognized credentials, and licensures. ABAWDs / participants assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual class time spent. Vocational training is offered in the career centers, in the community through community partners or partner agencies, as well as by training providers. Training providers are approved by CSPH and/or CareerSource Florida and posted on an Eligible Training Provider List (ETPL).

To be considered "participating," the individual must participate in vocational training activities an average of eighty hours a month. Hours will be documented by:

a timesheet signed by the class instructor;
a timesheet signed by a Teacher's Assistant (TA);
a timesheet signed by a lab instructor;
a timesheet signed by a lab assistant;
a timesheet signed by a clinical supervisor;
a designated party at the school submitting hours on behalf of the institution;
a progress report from the instructor;
a progress report from the TA;
a progress report from a designated party on behalf of the institution;
a document verifying hours of participation from an on-line or Internet based institution;
a progress report from an on-line or Internet-based institution; or
other documentation signed (including electronically signed) by a designated party as outlined with the institution & CSPH.

ABAWDs /participants who self-enroll in vocational training prior to being referred to the SNAP E&T program may participate in the program, but costs associated with the education activity (such as tuition, books, uniforms, etc.) will not be covered using SNAP E&T funds. However, SNAP E&T funds may be used to pay for such costs for subsequent semesters if the participant has attempted to secure federal financial aid but is not eligible. ABAWDs assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, if verification is provided of the actual time spent in the classroom.

Supervised Job Search

Supervised Job Search (SJS) activities are guided and tailored to participant needs and employment goals and provide participants with increased opportunities to obtain employment.

Supervised job search (SJS) may be conducted independently or in a group setting, and may also be conducted remotely, in person, or a combination of both. Supervised job searching may occur at state-approved locations such as CSPH computer labs, community partner labs, public libraries, and personal computers and/or devices; other organizations that are specialized and assist participants with certain barriers are also appropriate state-approved locations, such as domestic violence shelters, halfway housing, and veteran specific lodging. Tools used in the supervised job search program may include virtual tools, such as websites, portals, or web applications. Job searches will be recorded on a job search report form or in the EF system. The data from EF system may be used to verify the number of job search contacts that were made, or the time spent on job search activities for the time period in question, whichever is longer.

According to 7 CFR 273.7,

Description of Component: Participants go and look for work by applying for jobs. This includes:

Registration in Employ Florida
Job searching in Employ Florida
Online and in-person submission of applications and resumes
In-person, virtual or telephonic interviews
Attendance at job fairs and/or recruitment events
Other opportunities that assist the participant with actively seeking employment

The Job searches will be recorded on a job search report form or in Employ Florida (EF), which is Florida's labor exchange system. The data from EF may be used to verify the number of job search contacts that were made, or the time spent on job search activities for the time period in question. Participants will be given the actual time spent on the job search for credit. This means for every job search entry logged on a SJS form or tracked using EF or other verification will count for actual time spent.

The Supervised Job Search activity will not be a stand-alone assigned component conducted as a "year-round activity" and each job search conducted and documented for submission will count for actual time spent on job search. Staff will assess the job search activity at least once monthly and will provide guidance to the participant ongoing if SJS is assigned. Should a participant not secure employment within the first six months of the

program staff will assess the individual and determine if the participant should remain in job search or be reassigned to an educational / training / work experience component to meet required participation of at least 80 hours monthly.

Supervised Job search and job search training may be utilized for additional hours to help meet the 80 hours per month or 20 hours per week requirement. Supervised Job search and job search training can only make up less than ½ of the required hours; not more than 39 hours monthly. The education and training component is an array of activities meant to improve literacy and job-related skills. The following are appropriate education and training activities:

For example: How will submitting an application with an employer count? Each job search conducted will be given credit for actual time spent and documented on the job search form. Validated either by supporting documentation (example: computer - print out, business card, copy of application, signed SJS form by employer or rep, partner agency, supervisor, or staff member.

Supervised job searches may be conducted independently or within a group setting, and may also be conducted remotely, in-person, or a combination of both. Tools used in the supervised job search program may include virtual tools, such as websites, portals, or web applications to access supervised job search services. Examples of acceptable supervised job search activities include registration and job searches in Employ Florida, online and in-person submission of applications and resumes, in-person, virtual or telephonic interviews, attendance at job fairs and/or recruitment events, and other opportunities that assist the participants with actively seeking employment. Supervision can occur asynchronously with respect to the participant's job search activities, but will be provided by skilled staff, either remotely or in-person, who provide meaningful guidance and support with at least monthly check-ins with the participant's assigned case manager. As such, the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants manually or through other automated means (system/software time stamping of time spent). The purpose of the monthly check-ins/meetings will be to review job search activities, get feedback, troubleshoot issues, and discuss next steps. This meeting may occur virtually, telephonically, remotely or in-person and be synchronous with the job search activities or asynchronous. In between meetings with a case manager may use other supervisory techniques, such as software that tracks time spent logged into a job search website, or Computer assessments that automatically identify the next steps for the participant.

The hours assigned to Supervised Job Search for ABAWDs are limited to 39 hours monthly. If Supervised Job Search is combined with Job Search Training, the total combined hours cannot exceed 39 hours monthly.

<u>Job Search Training:</u>

Job Search Training is a component that enhances the job readiness of participants by teaching them job seeking techniques, increasing job search motivation, and boosting self-confidence. Job Search Training assists participants with development of essential job readiness/employability skills, through workshops or sessions to secure/retain employment. This component may consist of, but is not limited to, job skills assessments, classroom instruction, job development and placement services, and other direct training or support activities. It could also teach life and interpersonal

skills, time management, decision making skills, appropriate dress for the workplace, career planning, and how to develop a resume.

The hours assigned to Job Search Training for ABAWDs are limited to 39 hours monthly. If combined with Supervised Job Search, the total combined hours cannot exceed 39 hours monthly.

Basic Education and Vocational Training

The basic education component includes a wide range of activities that improve basic skills and the employability of participants. Such programs include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), high school completion or general education equivalency (GED), career and technical education (CTE), and other post-secondary education.

Education may also include the following:

- Adult basic education
- Remedial Education
- High School/GED
- Post – Secondary education
- ESOL
- GCF Learn Free / Alison / EFM Training for Job Seekers
- Ready to Work
- Khan Academy

For those that are non-English speaking may be enrolled in ESOL classes and may consider it their full-time activity for 80 / 120 hours monthly participation in SNAP. This activity may be counted as the primary activity if the classroom hours and study time hours are signed by a teacher, librarian, or other official responsible for monitoring the activity.

Education components can offer participants an opportunity to earn postsecondary credentials valued by employers and industry, including certificates and degrees, industry-recognized credentials, and licensures.

Vocational Training helps to improve the employability of participants through training in a skill or trade that will allow the participant to move directly into employment. Training is offered at the career centers, through community partners, and training providers who are approved by CSPH and/or CareerSource Florida.

An ABAWD can complete 80 hours monthly in basic education and/or vocational training to meet the mandatory work requirement.

Participants assigned to education components (basic education/vocational training), may be allowed one hour of study time for each hour of class time completed, as long as documented verification is provided of the actual time spent in the classroom. Education may be provided onsite or through online classes. OSST must be updated with the number of hours completed (including study time) and documentation maintained in the participant's case file.

Education components (basic education/vocational training) may be combined with the following components:

a. Supervised Job Search
b. Job Search Training
c. Work Experience

CSPH are strongly encouraged to review program participants who are interested in Vocational Training for co-enrollment in the WIOA program.

To be considered "participating," the individual must participate in vocational training activities an average of eighty hours a month. Hours will be documented by:

a timesheet signed by the class instructor;
a timesheet signed by a Teacher's Assistant (TA);
a timesheet signed by a lab instructor;
a timesheet signed by a lab assistant;
a timesheet signed by a clinical supervisor;
a designated party at the school submitting hours on behalf of the institution;
a progress report from the instructor;
a progress report from the TA;
a progress report from a designated party on behalf of the institution;
a document verifying hours of participation from an on-line or Internet based institution.
a progress report from an on-line or Internet-based institution; or other documentation signed (including electronically signed) by a designated party as outlined in the CSPH local operating procedure.

ABAWDs who self-enroll in vocational training prior to being referred to the SNAP E&T program may participate in the program, but costs associated with the education activity (such as tuition, books, uniforms, etc.) will not be covered using SNAP E&T funds. However, SNAP E&T funds may be used to pay for such costs for subsequent semesters if the participant has attempted to secure federal financial aid but is not eligible.
ABAWDs assigned to education components, to include online classes, may be allowed one hour of study time for each hour of class time completed, as long as verification is provided of the actual time spent in the classroom.

Employment:

Employment is a SNAP component. An individual who continues to receive food stamps and is working less than 30 hours weekly should be assessed to determine why he or she is unable to reach the hours or pay. The participant and Workforce Development Counselor will work together to determine the best plan of action for the participant to gain added skills and become self-sufficient. The participant may be assigned additional components if needed and determined beneficial.
When employment is obtained / reported the job is recorded in OSST. The Workforce Development Counselor will have to track participation. This will be done by documenting a case note to reflect verification received via employment form, paystubs, timecards / sheets, or schedule, phone verification. Once the JPR screens open in OSST are up and available for JPR entry under employment the hours of employment will be entered from the period of availability of the system JPR screens.

Employment, by definition, is not a component of the SNAP E&T program, but it is the desired outcome. When an employed participant is referred to the SNAP E&T Program or if he or she gains employment while in the program, the job is recorded in the One-Stop Service Tracking (OSST) system. If the individual is employed only part-time, an assessment is completed to identify the reason for part-time employment. Employed participants are assigned to activities, appropriately, for a specified number of hours. If an employed participant is assigned to work experience or self-initiated work experience, those hours assigned for work experience or self-initiated work experience shall not exceed the result of the benefit calculation. The total required hours in employment and these components will not exceed 120 hours per month.

In Kind Work:
Is working in lieu of actual payment for services rendered (i.e., rent, room and board).

- Enter in-Kind Work under Benchmark 9 OSST
- In-Kind work less than 30 hours weekly, the individual should be assessed & assigned to an additional component for a total of 80 hours monthly
- In-Kind work of at least 30 hours weekly should be exempted by DCF and should not be referred to the SNAP program.

Entering In-Kind Work In OSST:
All In-Kind work should be entered into skill development > Job History / Tracking section.

The same as regular employment; this will be entered as unsubsidized employment.

Here is how to calculate the wage and hours….
Wage calculation using minimum wage, if working for rent and rent should be $800 a month, 800/14.00 = 57.14(57) hours for the month. Then divide by 4 weeks to get weekly hours.
Notify DCF using the CMU email address of the In-Kind work.
JPR'S if generated will need to be entered
Customer may be required to complete another activity in addition to possibly get the FSR.
Verification of hours will need to be obtained, and case noted.
Once JPR's open we will have to enter hours.

Countable Months / Time Limits: "This does not apply during waiver "
"Vulnerable" ABAWDs cannot receive food stamps for more than three countable months during any three-year period. Commonly referred to as the three out of thirty – six (3/36) rule, unless the individual meets one of the following:

- Is exempt
- Meets an exception to the ABAWD provision
- Resides in a Labor Surplus Area (LSA)
- Meets ABAWD work requirements

The 36-month time periods were established beginning in 1996 when the original ABAWD time limit policy was established as a result of Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, Section 824 (Work Requirements for Adults).

Each candidate referred is time limited and these months do not have to be consecutive. The receipt of food stamps does not have to be in the state of Florida.

Job Development:

- Workforce Development Counselor will also be able to spend more time helping participants who go to the CareerSource office to access the orientation and assessment materials on an individual and "personal" basis.
- Workforce Development Counselor will have time to research businesses to offer worksite training hours to program candidates.
- Workforce Development Counselor will be able to review assessment information and refer participants to employers and educational programs.
- Workforce Development Counselor will be able to conduct searches in EF and assist with job leads and continual follow up with candidates on their progression in the SNAP.
- Workshops may also be provided in each center on resume enhancement for candidates that are receiving SNAP Benefits.

Calculation of Hours for WE

- Staff will utilize the OSST system to automatically calculate the number of monthly hours the participant should be assigned based on the benefit amount divided by minimum wage.

ABAWDs that fail or refuse to comply with program requirements are subject to sanctioning.

Failure to Participate:

Failure or refusal to comply occurs when an individual does not comply, or when the individual's inaction indicates failure or refusal to comply, with SNAP E&T program requirements.

Sanctioning: Florida Commerce will notify DCF of an ABAWDs noncompliance. Upon learning of non-compliance, DCF will send a NOAA letter, with compliance language, to the individual. The DCF NOAA letter will communicate the number of days an individual has to comply before the sanction is imposed. If good cause can be determined before the end of the non-compliance period, the sanction will not be imposed. However, once a sanction is imposed, the individual will need to contact DCF for good cause consideration.

If the customer calls and speaks to the Workforce Development Counselor concerning failure to participate or provide required documentation, the Workforce Development Counselor may allow additional time to provide documents in a reasonable amount of time. The local definition for a reasonable amount of time will be considered 2 days; the Workforce Development Counselor will move forward with sanction request if the customer is in non-compliance.

If the participant fails to show for the initial appointment meeting as scheduled the Workforce Development Counselor will update the 590-activity code in OSST and ensure

the sanction process has been started in OSST by reviewing the Alternative screen in OSST. If the sanction process has not been started through the auto process the Workforce Development Counselor will manually start the sanction process and case note actions.

Penalty Level	Consequence
1	Loss of food assistance benefits for a minimum of one month or until compliance, whichever is longer.
2	Loss of food assistance benefits for a minimum of three months or until compliance, whichever is longer.
3	Loss of food assistance benefits for a minimum of six months or until compliance, whichever is longer.

Good Cause: DCF is responsible for determining good cause when an ABAWD has failed to comply with the program requirements. Good cause is defined as circumstances beyond an ABAWDs control that prevents participation in assigned SNAP activities. When an ABAWD is unable to participate, fails to participate, or refuses to comply with SNAP E&T requirements, Florida Commerce will notify DCF of an ABAWD's non-compliance. Upon learning of the non-compliance, Florida Commerce will send a Notice of Adverse Action (NOAA) letter, with compliance language, to the individual. DCF will outline the number of days an individual has to comply before the sanction is imposed and review the case for good cause determination. An ABAWD's engagement in E&T activities may resume prior to a good cause determination.

Sanction Not Imposed: If the customer comes in and complies within 10 days after receiving the Notice of Adverse Action letter, we will lift the sanction with "Sanction Not Imposed".

In the event the 594-activity code does not re-start automation on a case, CSPH may do the following to allow the ABAWD to comply:

1. CSPH should access the orientation used in the automated system and hold a session to allow the customer to view the orientation.
    a. Enter a manual orientation in the system (500)

2. Administer an assessment to the customer
    a. Enter a manual assessment in the system (575)

        ***If the assessment is not available online then complete the manual assessment form. ***

3. Assign to Job Search
    a. Enter a Job Search (505) or job search training (511) code in the system

- First non-compliance will result in a loss of benefits for one month.
- Second non- compliance will result in a loss of benefits for three months.
- Third non- compliance will result in a loss of benefits for six months.

Compliance: If the sanction has been requested but not imposed the client may contact CareerSource Pasco Hernando and establish compliance and engage in work activities to have the sanction lifted. If the sanction is already imposed a participant who wishes to establish compliance with a sanction must first serve the penalty period, re-apply for SNAP benefits, and re-engage with program requirements. Once referred back to the program the Workforce Development Counselor will work with the customer to begin countable activities and participate at least 80 hours monthly to maintain in good standings with the program.

Support Services and Participant Reimbursements

Participants may be to receive a Food Stamp Reimbursement (FSR) on a monthly basis through the SNAP Workforce Development Counselor. To be eligible, a participant will have to turn in one month participation and a gas or bus pass receipt for that same month. Should the participant not have a gas or bus receipt the self-attestation form may be used to confirm the expense. Once received by the SNAP Workforce Development Counselor, the FSR will be requested through the OSST system. The reimbursement to a participant for documented transportation expenses for participation in a program activity should not exceed the State's maximum amount in an earned month.
IE: If the gas receipts note $25 spent then only $25 FSR should be requested.

In addition to transportation reimbursements such as work-related expenses, costs for books, supplies and tools, digital supports, clothing and uniforms, and other expenses, as needed and allowable. Career center staff must document participation hours, support services, participant reimbursements, supporting documentation, outcomes and ensure services are reasonable, necessary, and directly related to participation in program components.

CSPH staff must obtain and retain documentation, including receipts, for verification and audit purposes. Self-attestation may be used in some circumstances to document expenses; however, staff should use this option as a last resort and must include a justification documented in case notes. Self-attestation forms will be used for items in value of $100.00 or less. CSPH should use the SNAP Self-Attestation Form Template for documentation purposes.

CSPH staff must ensure all necessary information is in case notes related to GCC request for an exemption. This will allow DCF staff to make an appropriate and accurate E&T decision for SNAP participants.

FSR Documentation in Case File: Anytime an FSR is requested in the OSST system the Workforce Development Counselor MUST ensure the following documents are maintained in the case record. As follows:

- Gas or Bus Receipts or signed Self Attestation form
- Florida Screens (IQFS, AGPI, IQEL, AGPY, IQAM)
- Has provided documentation of participation for the month of at least 80 hours

Participants may request FSRs for prior months in which they did not report transportation expenses, if supporting documentation is provided. However, staff should not request FSRs for months outside of the current FFY.

The reimbursement requests are entered directly into the OSST system by way of the FSR Requests Screen. Participants receive Food Stamp Reimbursements on their EBT card.

Florida Commerce reserves the right to recoup FSR funds that were erroneously added to an individual's EBT card. Florida Commerce may also withhold an individual's future reimbursements as necessary to make up for erroneous payments. If the FSR benefits are withheld, the individual will be notified of the action in writing.

Braiding Funding and Leveraging Resources

CSPH are encouraged to braid SNAP E&T funds with WIOA and other local, state, or community resources to expand access and supplement service capacity to training and support services, increase reimbursement opportunities, and support innovative service delivery models.

Career center staff and CSPH must actively pursue opportunities to braid SNAP E&T funds with other workforce and community resources to maximize participant access to training, support services, and employment opportunities; fill service gaps not covered by a single funding source; and increase the efficiency and impact of program investments.

CSPH should establish clear agreements with their partners, define roles and responsibilities, and track outcomes to ensure transparency and accountability. CSPH should also maintain documentation of such agreements and a list of applicable partnerships.

Provider Determination

There may be instances where a participant may be ill-suited for a particular Education and Training component, despite the participant's best efforts to remain in the program. Based on the case manager's assessment of the participant's fit with the work component and after documented efforts to explore all available alternative program components, the case worker may record the participant as failing the work requirement. All assessments of fit and documented efforts to identify an alternative work component must be maintained as part of case management prior to this determination and must contain documented supervisor approval. The SNAP E&T program, in accordance with 7 CFR 273.7(c)(18)(i)(A), allows CSPH to process a provider determination for DCF to consider an exemption.

Case Management and Compliance Monitoring

Ongoing Case Management

CSPH must maintain regular contact with SNAP E&T participants to monitor progress and address ongoing barriers. Career center staff must update OSST with customer participation hours, progress notes, and changes in status.

Participation Tracking

Staff must enter participation hours, support services, participant reimbursements, supporting documentation, outcomes and applicable documentation in OSST as soon as possible but no later than by the 10th business day following the end of the month. CSPH must outline in local operating procedures the frequency at which participant's documentation will be received and entered in OSST.

Staff must ensure that participants are providing proof of hours by turning verifiable documentation at least weekly, bi-weekly, twice a month, or monthly; whichever is determined and agreed upon by the staff and participants.

Participants in partial months of participation are required to participate (in any combination) in a minimum of 4 work hours per day, or 20 hours per week. The ABAWD will not be required to complete the required monthly participation hours. Participants in partial month participation who complete the partial hours for the given month will be considered compliant. For example, an ABAWD was referred for participation on June 9th with 15 business days remaining in the month. The ABAWD must complete 60 hours (15 days multiplied by 4 hours daily) to be considered compliant; anything less will be considered non-compliance.

Targeted Case Management

Case management must be proactive, participant-centered, and focused on achieving measurable outcomes. Updates must be documented in OSST,

including progress notes, participation hours, and any changes to service strategies. Case managers must review and update the IEP based on the CSPH SOPs or when there is a significant change in the participant's status, goals, or assigned activities. The approved IEP form may be accessed on Florida Commerce's website.

Noncompliance and Good Cause Consideration

If a SNAP E&T participant fails to comply with the requirements of the program, CSPH must initiate good cause consideration (GCC) review and document all issues. GCC participant cases must be referred to DCF for determination.

Data Entry and Reporting

OSST System Use

Staff must record all case management activities for participants including participation hours, support services, participant reimbursements, supporting documentation, and outcomes in OSST. All data must be accurate and timely to support performance reporting. It is recommended that data entry is completed within 2 business days from provision.

Employ Florida Integration

Staff working with SNAP E&T customers must ensure the participant registers in Employ Florida for job seeking, uploading resumes, exploring labor market services, and to document job referrals, placements, and employment outcomes.

Exemptions

In accordance with 7 CFR 273.7(i), DCF is responsible for determining outcomes from a good cause review for a SNAP recipient who does not complete applicable SNAP work requirements. Outcomes of the review may result in a determination of good cause or a sanction. Allowable exemptions are subject to change based on programmatic guidance.

Right to a fair Hearing:

A participant has a right to file a grievance and/or fair hearing to resolve any complaint or disagreement about participation in the SNAP E&T program and/or food assistance eligibility. The participant must contact DCF to request the hearing. Once the hearing is requested DCF will notify the CSPH designee.

Local Hearings

<u>If the grievance cannot be resolved informally</u>, the local board will hold a hearing. The LWDB will

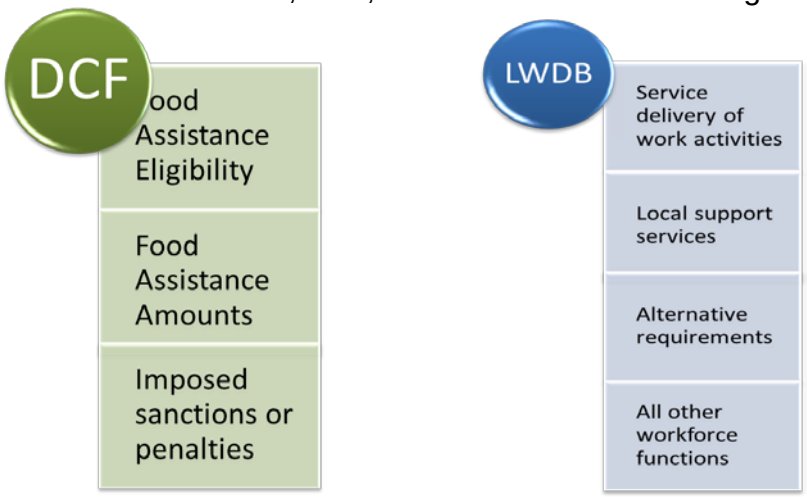
- Designate the hearings officer or officers
- Schedule the hearing
- Notify you by sending you a hearing notice

The **Hearing Notice will be**

- Sent by certified mail
- With a return receipt
- At least 15 least before the hearing date

The **Hearing Notice will tell you**

- The date, time, and location of the hearing.



It's important that participants understand when and where to file grievances and request hearings related to receiving food assistance. All Workforce related issues such as service delivery of work activities, support services, and any other workforce function should be filed with your local workforce development board (LWDB). Issues related to benefit eligibility, amounts, and sanctions should be filed with DCF.

<u>Discrimination</u>

If a customer feels like they have been discriminated against based on

1. Race

2. Religion
3. Gender
4. Age
5. Disability

You may file a complaint with
Florida Commerce
Office of Civil Rights
107 East Madison Street – MSC 150
Tallahassee, FL 32399-4129
Phone: (850) 921-3205 or Fax: (850)921-3122
Email: Civil.Rights@commerce.fl.gov
Florida Relay Service (TTY) 711 (English, Spanish, French, or Haitian Creole)

Steps for Agency Referrals

Should at any point in time a participant not qualify for supportive services or services not available the designated staff member will offer the participant an agency referral to local partners and providers within the regional area if applicable. The following steps should be followed and may vary slightly depending upon the agency requests for referrals.

- Discuss need with customer
- Ensure IRP / plan and intake forms have been signed by both WDC and customer
- Ensure EF registration is complete (if applicable)
- Complete agency referral form
- Upload completed form to Atlas
- Update spreadsheet on Z drive
- Give customer completed agency referral form

Region 16 Standard Operating Procedure	**Policy Number** **X**

Title:	**Veteran Intake and Priority of Service**
Effective:	**09/20/2024**
Revised:	**01/15/2026**

DISTRIBUTION: All CareerSource Pasco Hernando staff and contractors responsible for delivering or supporting USDOL-funded workforce programs, including Wagner-Peyser, WIOA, JVSG, and other relevant programs.

PURPOSE

To explain CareerSource Pasco Hernando's (CSPH) customer intake process to identify job-seeking Veterans with Qualifying Employment Barriers (QEB).

BACKGROUND

Veteran Intake and Priority of Service are processes used to ensure appropriate and timely services for customers once they have been identified as U.S. military veterans or eligible spouses.

It is critical that CareerSource Pasco Hernando completes a Veteran intake and explains the Priority of Service to all customers who have identified that they served in the United States military by self attestation.

DEFINTIONS

- **Veteran:** A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C 101(2). Active service includes full-time Federal service in the National Guard or a Reserve component. It does not include full-time duty performed strictly for training purposes, nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.
- **Eligible Spouse:** The spouse of:
    - A veteran who died of a service-connected disability.
    - A member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
        - Missing in action.
        - Captured in the line of duty by a hostile force.
        - Forcibility detained or interned in the line of duty by a foreign government or power.

    - A veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
    - A veteran who died while a total, service-connected disability was in existence.
- **Covered Person:** A veteran and eligible spouses who meet Priority of Service eligibility.
- **Qualifying Employment Barriers:** A federally recognized barrier that may make it difficult for a veteran to obtain or retain employment and qualifies the veteran for DVOP services.

POLICIES AND PROCEDURES

PRIORITY SERVICE

Priority of Service means that covered persons are given precedence in access to workforce services and resources when program demand exceeds capacity, once all statutory eligibility requirements for a program have been met.

CSPH staff, contractors, and service providers delivering services under USDOL-funded workforce programs, including but not limited to WIOA, Wagner–Peyser, JVSG, TAA, and MSFW, must ensure that all veterans and eligible spouses (“covered persons”) receive Priority of Service.

All covered persons must be informed of their Priority of Service rights, are identified at point of entry, both verbally and in writing (a printed “Priority of Service Notification” handout at the career center, a digital version sent via email or incorporated into online onboarding, and/or a posted notice in waiting areas, resource rooms, and intake stations).

CSPH staff must document the provision of Priority of Service notification in Employ Florida case notes. Covered persons must still meet the eligibility requirements of the specific program for which they are applying. However, once eligibility is established, covered persons must be given priority over non-covered persons when program resources or access are limited.

Veteran Identification and Intake

CSPH staff shall ensure that all customers entering the workforce system are provided the opportunity to self-identify as veterans or eligible spouses at the earliest point of contact. All staff must ask each customer, whether in person or through virtual engagement, if they have served in the United States military or are the spouse of someone who served. Customers must also be able to self-identify through Employ Florida registration or career center self-service tools.

CSPH shall maintain visible signage at all service locations and resource rooms encouraging veterans and military family members to self-identify and request Priority of Service. Veteran status must be verified and clearly flagged in Employ Florida to ensure consistent recognition across programs and service channels, consistent with CareerSource Florida’s intake requirements.

Once a customer identifies as a veteran or eligible spouse, designated staff shall complete the CSPH Veteran Intake Form and screen the customer for Qualifying Employment Barrier (QEB) using the CSPH intake material. This step is required to determine whether referral to a Disabled Veterans' Outreach Program (DVOP) Specialist is appropriate.

DVOP Referral and Service Delivery

Covered persons who are identified as having a Qualifying Employment Barrier (QEB) must be referred immediately to a DVOP Specialist for enhanced services. If a DVOP Specialist is unavailable at the time of identification, the next qualified staff member must provide services without delay in order to prevent disruption of service delivery. A formal DVOP referral must be entered into Employ Florida, and the DVOP Specialist must initiate contact with the eligible individual within two (2) business days of the referral.

If an eligible individual declines DVOP services, the declination and reason must be documented in Employ Florida case notes. These requirements ensure compliance with the JVSG integration and DVOP service delivery standards established under CareerSource
Florida Workforce Policy P111 Services For Veterans, Members of the Military, and Spouses.

Veterans who do not meet DVOP eligibility criteria must continue to receive services from CSPH career center staff.

CO-ENROLLMENT AND PARTNERSHIP COORDINATION

CSPH shall encourage co-enrollment of veterans and military family members across workforce programs, when appropriate, to maximize training and employment outcomes.

CSPH shall also coordinate with local government agencies, employers, community organizations, and military support entities to strengthen service delivery and reduce employment barriers for veterans and eligible spouses.

PROCEDURE

Frontline staff will meet with all customers to deliver services based upon the customer's need and interest. Staff members will ask the customer being assisted:

1) "Have you ever served in the United States military?".
2) If the customer identifies that they have served in the U.S. military, staff will explain & deliver (or confirm it has been previously delivered) the Priority of Service notification.
3) Collect, process, and analyze the Veteran Intake form.
4) Update the customer's case record within Employflorida.com.
5) Communicate information to the JVSG staff as follows:
    - Veterans with recognized QEBs identified on their Veteran Intake form should be referred to the local DVOP. If the local DVOP is not available to provide immediate assistance, the next available staff member who is qualified to assist that veteran will provide the required services and document any services

provided in Employ Florida. The Veteran's Intake forms are then forwarded to the local DVOP for follow up and CSPH LVERs for review.

- Veterans who have not been identified as having a recognized QEB should receive their required services from the next available AJC staff member who is qualified to provide such services. A copy of the non-QEB Veteran's Intake should be sent to CSPH LVERs for review and recommendation of additional services that might benefit the veteran.

1. Identify a Job Seeking Veteran

Frontline staff will ask all customers "Have you ever served in the United States military". If the customer states that they have served in the U.S. military or if they are the spouse of someone who served in the US military who is 100% service-connected disabled though the VA, the staff member should acknowledge the customer's service and escort them to the designated staff member who will complete the veteran's intake process according to this directive.

2. **Priority of Service Notification**

The designated staff must provide and explain the "Notification of Priority of Service" according to state provided guidance.

3. Veteran Intake Form

Designated staff will work with the veteran to complete the "Veteran Intake Form" according to state provided guidance.

The result of this procedure is to identify Veterans who possess a Qualifying Employment Barrier (also known as a QEB).

When the designated staff determines that the customer's Veteran Intake form identifies a potential QEB, the responsibility to deliver services now increases.

4. Data Entry and Case Note Requirements

There are specific data entry and electronic file requirements when the above directive is followed. These activities and case notes are listed in Attachment 'B'.

All interactions with covered persons, including identification, Priority of Service notification, intake completion, referrals, and services provided, must be fully documented within the state-identified case management system, Employ Florida.

5. File Retention Requirements

The file created by following this directive must be communicated (emailed) to designated staff: Manager, local DVOP, local LVER.

CareerSource Pasco Hernando shall maintain periodic review of intake records, case files, DVOP referral timelines, and Priority of Service documentation.

6. **Staff Training Requirements**

   CareerSource Pasco Hernando shall provide annual training to all frontline and customer-facing staff on Priority of Service and service delivery to veterans, military members, and eligible spouses. This training shall be conducted by ~~coordinated with~~ CSPH LVER and JVSG staff and must include procedures for identification, intake, DVOP referral, documentation, and customer engagement.

   Training completion must be tracked and documented by CSPH to support state monitoring and internal compliance reviews.

Performance Goals/Expectations

CareerSource Pasco Hernando's Wagner-Peyser Program will promote continued engagement and training aligned with following and successfully achieving this directive.

Staff are responsible for communicating with peers and supervisors to identify and overcome challenges associated with this directive.

ATTACHMENTS

Attachment 'A': Veteran's Intake Form

Attachment 'B': Sample Case Notes

INFORMATION ITEM 1
Financial Reports

The following item is presented as information for the Committee.

No action is required.

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2025 Through 06/30/2026
(In Whole Numbers)

	Navigators Appren/HOPE	BAck to Work	Corporate	Dream and Do	DVOP	HOPE WIOA-Sector Strategies	LVER	NCPEP
Revenue								
Grant Revenue.	149,415	0	2	0	79,663	180,000	128,501	1,549,338
Other Revenue	0	734,317	1,850	30,070	0	0	0	0
Total Revenue	149,415	734,317	1,851	30,070	79,663	180,000	128,501	1,549,338
Expenditures								
Personnel	75,295	254,559	2,055	3,811	2,245	36,880	4,024	10,544
Staff Development / Training	0	0	0	0	0	0	0	0
Facilities	0	0	4,570	0	0	0	0	0
Equipment & Furniture	0	0	0	0	0	0	0	0
Accounting / Audit	340	1,516	2,064	0	10	105	14	58,236
Communications	63	348	0	0	1,346	3	1,764	0
Contracted Services	24,472	0	9,025	0	0	0	0	0
Insurance	0	0	251	0	0	0	0	0
Legal	0	0	0	0	0	0	0	0
Mobile One Stop	0	0	0	0	0	0	0	0
Office Expenses	6	66	1,965	0	51	0	620	0
One Stop Operator	0	0	0	0	0	0	0	0
Software License renewals	62	1,213	3	0	3	32	3	7
Travel & Meeting	0	1,252	55	0	0	0	175	0
Program Expenses	23,172	49,611	15,007	22,445	0	98,417	0	1,460,647
Outreach	0	0	39,290	0	0	0	1,263	0
Indirect Costs	22,493	105,323	850	1,577	51,337	17,070	74,770	6,914
Program Costs Pool	3,351	111,923	904	1,675	18,975	6,798	30,419	5,494
Business Services Pool	0	0	0	0	0	16,554	0	4,667
One Stop Cost Pool	162	37,649	304	564	5,691	4,141	15,448	2,827
Total Expenditures	149,416	563,462	76,343	30,071	79,659	180,000	128,501	1,549,338

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2025 Through 06/30/2026
(In Whole Numbers)

	Navigators Appren/HOPE	OTher	Pooled Costs	RESEA	Rapid Response	SNAP	WIOA Adult	WIOA DW
Revenue								
Grant Revenue.	149,415	0	0	556,253	160,000	126,366	1,245,661	646,304
Other Revenue	0	4	0	0	0	0	0	0
Total Revenue	149,415	4	0	556,253	160,000	126,366	1,245,661	646,304
Expenditures								
Personnel	75,295	0	2,925,109	174,272	33,889	55,380	310,509	64,035
Staff Development / Training	0	0	1,896	0	0	0	0	0
Facilities	0	0	330,896	0	0	0	0	0
Equipment & Furniture	0	0	34,140	0	0	0	0	0
Accounting / Audit	340	0	38,111	1,112	147	532	2,148	368
Communications	63	0	67,554	0	208	0	318	135
Contracted Services	24,472	0	211,742	0	0	0	0	0
Insurance	0	0	42,856	0	0	0	0	0
Legal	0	0	17,440	0	0	0	0	0
Mobile One Stop	0	0	4,035	0	0	0	0	0
Office Expenses	6	0	33,032	352	31	44	106	53
One Stop Operator	0	0	37,268	0	0	0	0	0
Software License renewals	62	0	78,847	296	32	54	3,242	1,023
Travel & Meeting	0	0	14,566	0	0	0	0	0
Program Expenses	23,172	0	0	0	0	0	390,469	358,349
Outreach	0	0	4,443	0	0	0	0	0
Indirect Costs	22,493	0	-1,193,253	115,561	32,426	26,032	175,547	58,154
Program Costs Pool	3,351	0	-1,233,313	121,435	45,648	20,553	143,295	91,646
Business Services Pool	0	0	-678,790	99,480	33,344	15,939	162,615	47,136
One Stop Cost Pool	162	0	-736,577	43,746	14,275	7,831	57,411	25,406
Total Expenditures	149,416	0	0	556,253	160,000	126,366	1,245,661	646,304

Pasco Hernando WFB 16
Statement of Activities -
Unposted Transactions Included
From 7/1/2025 Through 06/30/2026
(In Whole Numbers)

	Navigators Appren/HOPE	WIOA Youth	Wagner Peyser	WTP
Revenue				
Grant Revenue.	149,415	751,123	669,740	1,370,295
Other Revenue	0	0	0	0
Total Revenue	149,415	751,123	669,740	1,370,295
Expenditures				
Personnel	75,295	185,842	0	346,129
Staff Development / Training	0	179	0	0
Facilities	0	0	0	0
Equipment & Furniture	0	0	0	0
Accounting / Audit	340	16,349	61	1,198
Communications	63	1,233	0	0
Contracted Services	24,472	0	0	0
Insurance	0	451	0	351
Legal	0	0	0	0
Mobile One Stop	0	0	0	0
Office Expenses	6	240	0	279
One Stop Operator	0	0	0	0
Software License renewals	62	222	0	2,726
Travel & Meeting	0	0	0	0
Program Expenses	23,172	128,495	0	150,830
Outreach	0	0	0	0
Indirect Costs	22,493	124,363	132,437	248,398
Program Costs Pool	3,351	145,711	172,308	313,176
Business Services Pool	0	103,583	0	195,474
One Stop Cost Pool	162	44,455	364,933	111,732
Total Expenditures	149,416	751,123	669,740	1,370,295

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In Report
From 7/1/2025 Through 06/30/2026

	Current Period Budget - Revised	Current Year Actual	Actual Burn Rate **Burn Rate**	Should Be **100%**
Operating Revenue				
Grant Revenue	9,595,471	7,612,660.00		
Pasco County BCC	590,005	759,403		
Ticket to Work	35,000	1,850		
Interest Income	0	4,988.00		
Total Operating Revenue	10,220,476	8,378,901.00		
Total Revenue	10,220,476	8,378,901.00		
Expenditures				
Personnel Expenses	**5,124,800**	4,484,578	88%	
Staff Training & Education	**8,500**	5,927	70%	
Facilities	**351,320**	335,466	95%	
Office Furniture & Equipment	52,512	34140	65%	
Accounting / Audit	**111,932**	122,312	109%	
Communications	**73,166**	72,972	100%	
Contracted Services	**246,550**	245,240	99%	
General Insurance	**66,000**	43,909	67%	
Legal	**30,000**	17,440	58%	
Mobile One Stop	**10,000**	7,315	73%	
Office Expenses and Supplies	**75,130**	33,567	45%	
Software & Licenses	**148,950**	87,767	59%	
Travel & Meetings	**54,960**	12,195	22%	
Program Expenses	**3,897,040**	2,697,441	69%	
One Stop Operator	**45,000**	37,268	83%	
Outreach	**70,000**	44,995	64%	
Total Expenditures	10,365,860.00	8,282,532		
Net Revenue Over Expenditures	-145384.00	-96,369		
	To be used from reserves			

Pasco Hernando WFB 16
Statement of Financial Position - Unposted Transactions Included In Report
As of 06/30/2026

	Beginning Year Balance	Current Year Balance	YTD Change
Assets			
Current Assets			
Cash - Operating	256,336	630,596	374,260
Global Cash Card	564	12,796	12,232
Cash - Corporate Unrestricted	9,469	9,403	-66
Cash - Money Market	50,691	50,696	5
Cash - Payroll	3,244	2,324	-920
Truist Banking Solutions	1,030,360	829,345	-201,015
Prepaid Expenses	6,515	18,402	11,887
Deposits	44,321	44,321	0
Accounts Receivable	4,749	244,920	240,171
Grants Receivable	1,037,283	577,683	-459,600
Employee Benefit Receivables	201	1,961	1,760
Right to Use Asset	914,369	914,369	0
Total Current Assets	3,358,103	3,336,816	-21,286
Long-term Assets			
Fixed Assets - Computer Equipment	106,067	106,067	0
Fixed Assets - Furniture & Fixtures	7,742	7,742	0
Fixed Assets - Office Equipment	67,012	67,012	0
Fixed Assets - Vehicles	317,082	317,082	0
Fixed Assets - Software	62,900	62,900	0
Accumulated Depreciation	-550,328	-550,328	0
Total Long-term Assets	10,475	10,475	0
Total Assets	3,368,578	3,347,291	-21,286
Liabilities			
Short-term Liabilities			
Accounts Payable - Vendors	171,233	648	-170,585
Accrued Expenses	45,662	59,841	14,179
Contracts Payable	309,101	312,360	3,259
Benefits Payable	-59	164	223
Payroll Taxes Payable	0	0	0
Workers Comp Liability	26,161	9,037	-17,124
ST Lease Liability	240,071	240,071	0
Accrued Wages	83,821	95,543	11,722
Accrued Leave	61,168	109,264	48,096
Accrued Payroll Taxes	43,255	35,645	-7,610
Accrued Pension	18,047	17,713	-334
Deferred Grant Revenue	162,003	246,593	84,590
Total Short-term Liabilities	1,160,463	1,126,879	-33,584
Long-term Liabilities			
Non -Current Accrued Compensated Balances	345,208	261,135	-84,073
LT Lease Liability	691,657	691,657	0
Total Long-term Liabilities	1,036,865	952,792	-84,073
Total Liabilities	2,197,328	2,079,671	-117,657
Net Assets			
	1,171,250	1,267,620	96,371
Total Net Assets	1,171,250	1,267,620	96,371
Total Liabilities and Net Assets	3,368,578	3,347,291	-21,286

CASH BY FUNDING SOURCE
As of 06/30/2026

Fund Code	Fund Title	Debit Balance	Credit Balance
43947	WIOA Dislocated Worker -43947	1,816.80	
44074	WIOA Adult NFA 44074	0.01	
44725	SNAP NFA 44725	0.01	
44831	LVER NFA # 44831		0.02
44858	DVOP NFA # 44858	3.96	
45243	Youth NFA 45243	92,088.79	
45467	WIOA AD NFA #45467	9,271.06	
45479	NCPEP NFA 45479,		0.01
45507	WTP - NCPEP	175,000.49	
45539	Rapid Response NFA 45539	1,053.50	
45582	Wagner Peyser NFA		87,632.21
45608	WIOA HOPE/Sector Strategies -	1,422.36	
45629	WP Navigators NFA	15,881.16	
45784	RESEA		16,713.07
46020	SNAP		11,774.47
46071	LVER NFA # 46071	73.95	
46085	DVOP NFA # 46085	1,454.63	
46122	WTP		11,200.22
46134	WTP - NCPEP		108,174.25
70000	Corporate/Unrestricted	950,245.74	
71200	NCPEP NFA #'s 43855, 44761,44738		0.02
75000	Dream and Do		21,120.00
84500	Back to Work		33,411.70
85000	Accrued Leave	413,777.28	
90000	Board Governance/Admin Indirect Cost Pool	52,855.95	
90100	Program Cost Pool	24,492.91	
90200	Business Services Cost Pool	14,227.46	
90300	One Stop Cost Pool	71,519.61	
Report Total		1,825,185.67	290,025.97
Report Difference		1,535,159.70	

GL CODE	GL Title	Debit Balance	Credit Balance
1000	Cash - Operating	630,595.89	
1001	Global Cash Card	12,796.20	
1005	Cash - Corporate Unrestricted	9,403.47	
1010	Cash - Money Market	50,695.72	
1015	Cash - Payroll	2,323.89	
1020	Truist Banking Solutions	829,344.53	
Report Total		1,535,159.70	

INFORMATION ITEM 2
Board Training

The following item is presented as information for the Committee.

No action is required.

INFORMATION ITEM 3
Cost of Living Adjustment

The following item is presented as information for the Committee.

No action is required.

Cost of Living Adjustment Index - see Attachment A

	COLA	Raise Given	Budgeted Raise	If budget approved Cumulataive Raise
2021	1%	0%		
2022	5%	0%		
2023	8%	3%		
2024	4%	3%		
2025	3%	0%		
2026	3%		5%	
TOTAL	**24%**	**6%**	**5%**	11%

Cost of Living Adjustments

This represents the maximum income limitation for exemptions under section 196.1975(4), F.S. The limitation is adjusted annually by the percentage change in the annual cost-of-living index during the immediate prior year.

*The percentage changes are rounded to the nearest tenth of a percent. The income limitation amounts are based on the unrounded CPI data.

Cost of Living Adjustments

Year	% Change*	Adjusted Income Single Person	Limitation Couples
2026	**2.6%**	**$42,758**	**$48,003**
2025	2.9%	$41,662	$46,773
2024	4.1%	$40,469	$45,433
2023	8.0%	$38,869	$43,636
2022	4.7%	$35,988	$40,403
2021	1.2%	$34,374	$38,590
2020	1.8%	$33,955	$38,120
2019	2.4%	$33,350	$37,441
2018	2.1%	$32,555	$36,549
2017	1.3%	$31,877	$35,787
2016	0.1%	$31,480	$35,342
2015	1.6%	$31,443	$35,300
2014	1.5%	$30,941	$34,736
2013	2.1%	$30,494	$34,235
2012	3.2%	$29,876	$33,541
2011	1.6%	$28,962	$32,514
2010	-0.4%	$28,494	$31,990
2009	3.8%	$28,596	$32,104
2008	2.9%	$27,539	$30,917
2007	3.2%	$26,763	$30,046
2006	3.4%	$25,933	$29,114
2005	2.7%	$25,082	$28,159
2004	2.3%	$24,423	$27,419
2003	1.6%	$23,874	$26,803
2002	2.8%	$23,498	$26,381
2001	3.4%	$22,858	$25.662
2000	2.2%	$22,106	$24,818
1999	1.6%	$21,630	$24,284
1998	2.3%	$21,289	$23,902
1997	3.0%	$20,810	$23,365
1996	2.8%	$20,204	$22,684
1995	2.6%	$19,654	$22,066

INFORMATION ITEM 4
Local Plan Submission Deadline Extension Request

The following item is presented as information for the Committee.

No action is required.

CareerSource
PASCO | HERNANDO

careersourcepascohernando.com

August 11, 2026

Dear Karmyn,

On behalf of Pasco-Hernando Workforce Board, I am writing to request an extension of the October 6, 2026, deadline for submission of the standard local plan with a regional addendum.

The current timeline provides significantly less preparation time than January 19, 2027, deadline available for the combined regional plan option. Regardless of which planning option is selected, local boards must complete substantially the same planning process, including developing and reviewing the plan, coordinating regional strategies, gathering and validating performance and labor market information, completing required dashboards and supporting documentation, obtaining local workforce board and chief local elected official approvals, providing the required opportunity for public comment, addressing substantive comments, and preparing the final submission. These responsibilities require the same thoughtful planning, coordination, governance, and public participation regardless of the format ultimately selected. Both planning options require substantially the same process.

We respectfully request that the deadline for the standard local plan with a regional addendum be extended to January 19, 2027, providing boards selecting either planning option the same reasonable period to fulfill the required process and make a meaningful choice based on the needs of their local workforce area.

Thank you for your consideration.

Sincerely,

Jerome Salatino

Jerome Salatino
Chief Executive Officer
Pasco-Hernando Workforce Board, Inc.

info@careersourcepascohernando.com
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