



LWDB Career Center Credentialing Self-Attestation PY 2025-2026

LWDB Number & Name**Review Period****Submitted by****Date of Submission**

LWDB 16 - Pasco Hernando

Miranda Burke, Lead Workforce Specialist

☒ By checking this box, I am providing this form in connection with the FloridaCommerce Local Workforce Development Board (LWDB) Staff Security, MIS & Information Security, and Individual Staff Florida Workforce Professional Development Credentialing review. I certify, to the best of my knowledge and belief, that the information and representations provided below are true and correct.

Requirements contained herein are per the CareerSource Florida Administrative Policy 92

Center Number (Employ Florida)		4410	4450		
Minimum Resource Room Requirements		Comments			
1	Are the following labor market publications and resources accessible to users? (y, n)	Y	Y	Y	credentialing board, online, and on tv screen
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Y	Y	Y	credentialing board, online, and on tv screen
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Y	Y	Y	RR Binder / online
4	Occupational Highlights	Y	Y	Y	RR Binder / online
5	Industry Profiles	Y	Y	Y	RR Binder / online
6	Employment Projections Data	Y	Y	Y	RR Binder / online
7	Occupational Employment Statistics and Wages	Y	Y	Y	RR computer link / online - mynextmove and others
8	Career Information Delivery System (customized career decision making tools like "My Career Shines [Kuder]")	Y	Y	Y	mynextmove and others
9	Career Infonet (http://www.careerinfonet.org/)	Y	Y	Y	included in homescreen icons also
10	O*NET ONLINE (http://www.onetonline.org/)	Y	Y	Y	included in homescreen icons also
11	Florida Insight (formerly FREIDA)				included in homescreen icons also
12	State Eligible Training Provider List (ETPL) for the LWDA	Y	Y	Y	included in homescreen icons also
13	Do computers have Internet Access?	Y	Y	Y	yes - All
14	Do the computers have a link to Employ Florida?	Y	Y	Y	yes - included on homescreen icons also
15	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y	Y	Y	yes
16	If no to #15, what is the labor exchange system/program being used?	NA	NA	NA	N/A
17	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Y	Y	Y	yes - RR computer link tutorials / online
18	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y	Y	Y	yes
Posters Required by Federal and State Law and Guidance					
19	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Y	Y	Y	large credentialing board near entrance/exit/RR area
20	"Employee Rights Under the National Labor Standards Act"	Y	Y	Y	
21	"Family and Medical Leave Act"	Y	Y	Y	
22	"If You Have A Complaint"	Y	Y	Y	
23	"Notice to Workers with Disabilities"	Y	Y	Y	
24	"Migrant & Seasonal Agriculture Worker Protection Act"	Y	Y	Y	
25	"Job Safety and Health Protection Occupational Safety and Health Act"	Y	Y	Y	
26	"Fair Labor Standards Act"	Y	Y	Y	
27	"Florida Law Prohibits Discrimination"	Y	Y	Y	
28	"Reemployment Assistance"	Y	Y	Y	
29	"Child Labor Laws"	Y	Y	Y	
30	"Interpretive Services" (One of three allowable posters)	Y	Y	Y	
31	"Worker's Compensation Works for You"	Y	Y	Y	
32	"Employee Polygraph Protection Act (EPPA)"	Y	Y	Y	
33	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	Y	Y	
34	"Equal Employment Opportunity is the Law"	Y	Y	Y	credentialing board - updated for new version-YES
35	"Florida Minimum Wage"	Y	Y	Y	posted on middle of glass pane, front door of the building
36	Are Career Center operating hours prominently posted?	Y	Y	Y	
Front-line Staff Minimum Skills Standards					
37	Do front line staff have the following minimum skills required of a workforce professional?	Y	Y	Y	

38	Customer service training (y, n)	Y	Y	Y	
39	Communications skills training (y, n)	Y	Y	Y	
40	Basic computer software skills (y, n)	Y	Y	Y	
41	Specific programmatic training (y, n)	Y	Y	Y	
Minimum Activities to be Provided by the Career Center					
42	Are the following minimum activities provided on-site , by referral or by Internet connection? (y, n, x) If "x", please indicate why they are not provided.	Y	Y	Y	
43	WIOA Adult/Dislocated worker program	Y	Y	Y	onsite referral and online
44	Veterans Workforce Investment programs	Y	Y	Y	onsite referral and online
45	Migrant and Seasonal Farm Worker services	Y	Y	Y	onsite and referral for outreach/supportive
46	FDOE Farmworker Career Development Program	Y	Y	Y	referral/online
47	Indian and Native American programs	Y	Y	Y	referral / online
48	Job Corps	Y	Y	Y	referral/online and on-site as scheduled
49	Youth Services	Y	Y	Y	onsite referral and online
50	Wagner-Peyser Programs	Y	Y	Y	onsite referral and online
51	Adult Education	Y	Y	Y	referral/online and on-site as scheduled
52	Industrial Education	Y	Y	Y	referral/online
53	Vocational Rehabilitation	Y	Y	Y	referral/online and on-site as scheduled
54	Older Worker Programs	Y	Y	Y	referral/online and on-site as scheduled
55	Trade Adjustment Assistance	Y	Y	Y	referral/online and on-site as scheduled*
56	Veterans Employment and Training Services	Y	Y	Y	onsite referral and online
57	Community Service Block Grant Activities	Y	Y	Y	referral/online and on-site as scheduled
58	Employment and Training activities carried out by the Department of Housing and Urban Development	Y	Y	Y	referral/online and on-site as scheduled
59	Unemployment Insurance Programs	Y	Y	Y	onsite referral and online
60	Temporary Assistance for the Needy Families/ Welfare Transition	Y	Y	Y	onsite referral and online
61	Supplemental Nutrition Assistance Program - Employment and Training	Y	Y	Y	onsite referral and online
62	Supportive Services such as childcare and transportation	Y	Y	Y	referral/online and on-site as scheduled
63	Disability Specialist	Y	Y	Y	onsite referral and online
American Job Center (AJC) Common Identifier and Branding Requirements					
64	Is this Career Center a comprehensive American Jobs Center?	Y	Y	Y	
65	If yes to #64, please indicate in the comments section whether the following AJC naming and branding requirements for a common identifier are being met. Please provide all pertinent and relevant information surrounding the specific common identifier and branding element(s) (e.g. Facilities - Lower portion of front glass door leading into center, Electronic Resources - Website - landing page lower lefthand corner; Outreach Materials - Business Service Services Offered brochures, Job Fair posters, etc.):	N/A			Director of outreach conducts a review and approves material for ensurance that logo requirements are met.
66	Facilities	Y	Y	Y	vendor purchased door/window signage - YES
67	Electronic Resources	Y	Y	Y	
68	Outreach Material - Employment Services	Y	Y	Y	
69	Outreach Material - Employer Services	Y	Y	Y	
70	Programmatic Material(s)	Y	Y	Y	
71	Other Resources, products, related property and materials	Y	Y	Y	