FLORIDA COMMERCE

LWDB Career Center Credentialing Self-Attestation

LWDB Number & Name	LWDB 10 - Citrus Levy Marion
Review Period	4/1/24 - 3/31/25
Submitted by	Ipozo, D. Letterman, L.Trowbridge, C.Wilkinson, P. Spence
Date of Submission	4/21/2025

☑ 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 Credentialing Guidance Paper OSPS-81, Administrative Policies 92 & 93, and Federal Law.

	Center Number (Employ Florida)	4355	4356	4357	4358	4353			Comments
	Minimum Resource Room Requirements								
1	Are the following labor market publications and resources accesible to users? (y, n)								
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Y	Y	Y	Y	Y			
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Y	Y	Y	Y	Y			
4	Career Comics	Y	Y	Y	Y	Y			
5	Job Journey Occupational Career Posters	Y	Y	Y	Y	Y			
6	Occupational Highlights	Y	Y	Y	Y	Y			
7	Industry Profiles	Y	Y	Y	Y	Y			
8	Employment Projections Data	Y	Y	Y	Y	Y			
9	Occupational Employment Statistics and Wages	Y	Y	Y	Y	Y			
10	Career Information Delivery System (customized career decision making tools like "My Career Shines [Kuder]")	Y	Y	Y	Y	Y			
11	Career Infonet (http://www.careerinfonet.org/)	Y	Y	Y	Y	Y			
12	O*NET ONLINE (http://www.onetonline.org/)	Y	Y	Y	Y	Y			
13	Florida Insight (formerly FREIDA)	Y	Y	Y	Y	Y			
14	State Eligible Training Provider List (ETPL) for the LWDA	Y	Y	Y	Y	Y			
15	Do computers have Internet Access?	Y	Y	Y	Y	Y			
16	Do the computers have a link to Employ Florida?	Y	Y	Y	Y	Y			
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y	Y	Y	Y	Y			
18	If no to #17, what is the labor exchange system/program being used?	y				y			
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Y	Y	Y	Y	Y			
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y	Y	Y	Y	Y			
	Posters Required by Federal and State Law and Guidance								
18	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)								
19	"Employee Rights Under the National Labor Standards Act"	Y	Y	Y	Y	Y			
20	"Family and Medical Leave Act"	Y	Y	Y	Y	Y			
21	"If You Have A Complaint"	Y	Y	Y	Y	y			
22	"Notice to Workers with Disabilities"	Y	Y	Y	Y	Y			
23	"Migrant & Seasonal Agriculture Worker Protection Act"	Y	Y	Y	Y				
24	"Job Safety and Health Protection Occupational Safety and Health Act"	Y		Y	Y	Y			
25	"Fair Labor Standards Act"	Y	Y	Y	Y	Y			
26	"Florida Law Prohibits Discrimination"	Y	Y	Y	Y	y			
27	"Reemployment Assistance"	Y	Y	Y	Y	Y			
28	"Child Labor Laws"	Y	Y	Y	Y	Y			
29	"Interpretive Services" (One of three allowable posters)	Y	Y	Y	Y	Y			
30	"Worker's Compensation Works for You"	Y	Y	Y	Y	Y			
31	"Employee Polygraph Protection Act (EPPA)"	Y	Y	Y	Y	Y			
32	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	Y	Y	Y	Y			
33	"Equal Employment Opportunity is the Law"	Y	Y	Y	Y	Y			
34	"Florida Minimum Wage"	y	y	Y	Y	Y			
35	Are Career Center operating hours prominently posted?	Y	Y	Y	Y	Y			
	Front-line Staff Minimum Skills Standards								
36	Do front line staff have the following minimum skills required of a workforce professional?								
37	Customer service training (y, n)	Y	Y	Y	Y	Y			
38	Communications skills training (y, n)	Y	Y	Y	Y	Y			
39	Basic computer software skills (y, n)	Y	Y	Y	Y	Y			
40	Specific programmatic training (y, n)	Y	Y	Y	Y	Y			
	Minimum Activities to be Provided by the Career Center								
41	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.								
42	WIOA Adult/Dislocated worker program	On-Site	On-Site	On-Site	On-Site	On-Site			
43	Veterans Workforce Investment programs	On-Site	On-Site	On-Site	Referral	On-Site			
44	Migrant and Seasonal Farm Worker services	On-Site	On-Site	On-Site	Referral	On-Site			
45	FDOE Farmworker Career Development Program	Referral	Referral	Referral	Referral	Internet			
46	Indian and Native American programs	Internet	Internet	Internet	Referral	Internet			
47	Job Corps	Referral	Referral	Referral	Referral	Internet			
48	Youth Services	On-Site	On-Site	On-Site	Referral	Referral			
49	Wagner-Peyser Programs	On-Site	On-Site	On-Site	On-Site	On-Site			
50	Adult Education	Referral	Referral	Referral	Referral	Referral			
51	Industrial Education	Internet	Internet	Internet	N/A	Referral			
52	Vocational Rehabilitation	Referral	Referral	Referral	Referral	Referral			
53	Older Worker Programs	On-Site	On-Site	On-Site	Referral	Referral			
54	Trade Adjustment Assistance	On-Site	On-Site	On-Site	N/A	Referral			
55	Veterans Employment and Training Services	On-Site	On-Site	On-Site	Referral	Referral			
56	Community Service Block Grant Activities	Referral	Referral	Referral	N/A	Internet			
57	Employment and Training activities carried out by the Department of Housing and Urban Development	Referral	Referral	Referral	N/A	Referral			
58	Unemployment Insurance Programs	Internet	Internet	Internet	Referral	Internet			
59	Temporary Assistance for the Needy Families/ Welfare Transition	On-Site	On-Site	On-Site	Referral	Internet			
60	Supplemental Nutrition Assistance Program - Employment and Training	On-Site	On-Site	On-Site	Referral	Internet			
61	Supportive Services such as childcare and transportation	Referral	Referral	Referral	Referral	Referral			
62	Disability Specialist	Referral	Referral	Referral	Referral	Referral			
	American Job Center (AJC) Common Identifier and Branding Requirements								
63	Is this Career Center a comprehensive American Jobs Center?				Internet	Internet			
64	If yes to #63, please indicate 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.):								
65	Facilities	On-Site	On-Site	On-Site	On-Site	Internet			
66	Electronic Resources	On-Site	On-Site	On-Site	On-Site	Internet			
67	Outreach Material - Employment Services	On-Site	On-Site	On-Site	On-Site	Internet			
68	Outreach Material - Employer Services	On-Site	On-Site	On-Site	On-Site	Internet			
69	Programmatic Material(s)	On-Site	On-Site	On-Site	Referral	Referral			
70	Other Resources, products, related property and materials	Referral	Referral	Referral	Referral	Referral			