



Application B

Utah Department of Workforce Services (DWS)  
 RECERTIFICATION APPLICATION TO PROVIDE BASIC EDUCATION TRAINING  
 Youth Tutors

Part A: Tutor Information

Name	
Street	
City, State, Zip Code	
Mailing Address, if different	
Contact Phone Number	
Contact Fax Number	
Contact E-mail	
Toll Free Number	
Web Address	
BCI Background Check Results:	<p>Please submit a current, original BCI Background Check results for the state of Utah, conducted by the Utah Department of Public Safety.</p> <p>Your BCI Background Check cannot contain any of the following:</p> <ol style="list-style-type: none"> <li>1. any matters involving an alleged sexual offense;</li> <li>2. any matters involving an alleged felony of class A misdemeanor or drug offense; or</li> <li>3. any matters involving an alleged offense against the person, under state statute, Title 76, Chapter 5. <a href="http://le.utah.gov/~code/TITLE76/76_05.htm">http://le.utah.gov/~code/TITLE76/76_05.htm</a></li> </ol>
Resume and Letters of Recommendation:	Please submit a resume with tutoring-related work history or subject matter knowledge and 3 letters of recommendation addressing suitability as a tutor.
Grievance Procedure:	Please submit an outline of your grievance procedure for individuals with complaints on such issues as discrimination, accessibility, etc.
Refund Policy:	Please attach your current refund policy.

**Part B: Program Information:** The following information is required for each program seeking approval. Please attach additional pages if needed.

List program(s) in which you provide tutoring:	
Completion Rate (%)	
Type of certification that students completing your program obtain	
Certification (%)	



## Application B

Program Cost: Please include the cost for tuition, fees, books, supplies etc.	
Program Information: (Please include length of training, overview of curriculum, assessment and post assessment tools used etc.)	

### Part C: Before sending, please verify that the following is included with the application:

- Current, original copy of your Utah BCI Background Check results completed by the Department of Public Safety.
- Resume and Three Letters of Recommendation.
- Refund Policy.
- Grievance Procedure.
- ADA Facilities Checklist

\*\*Please note that if any information is missing, fraudulent or required documents are not attached to the application, it will delay the process for approval or denial.



**FACILITIES ACCESSIBILITY CHECKLIST**

School:

Address:

Survey completed by:

I. Parking Lots	Yes	No	N/A
1. Are designated accessible parking spaces located near the facility?			
2. Are these spaces at least 12 feet wide?			
3. Do they allow a person to get out of vehicles on a level and smooth surface (no sand, gravel, etc.)?			
4. Can a person using these spaces reach walks or doors to the building without walking or wheeling behind parked vehicles?			
5. If there are curbs, are curb cuts or ramps adjacent to the designated parking spaces?			
<b>II. Walks</b>			
1. Are walks at least 48" wide?			
2. Are walks in good repair and reasonably free of abrupt changes in surface level?			
3. Are drop-offs on sides or differences in terrain near walks marked by fences or rails?			
4. When crossing other Walks, driveways, or parking lots, do walks blend to a common level?			
<b>III. Entrances, Exits, and Stairs</b>			
1. Are primary entrances and exits ramped to allow persons using wheelchairs or crutches access to the facility?			
2. If there are ramps: a. Are they sloped gently?			
b. Are the ramps in good repair including handrails?			
c. Is the surface of the ramp non-slip?			
3. Do doors have clear openings of no less than 32" when open?			
4. Can doors be opened or closed by a single effort?			
5. Are doorsills free of extreme slopes or abrupt changes in surface level?			



Application B

III. Entrances, Exits, and Stairs	Yes	No	N/A
6. If the building has elevators, are they on the same level as accessible entrances?			
7. Are stair surfaces >non-slip?			
8. Do stairs have handrails?			
IV. Facility Interiors			
1. Do floors have >non-slip- surfaces?			
2. Are floors on each story at a common level or connected by ramps?			
3. Are hallways free of protruding objects (coat racks, hanging signs, etc.)? That interferes with pedestrian traffic?			
4. Are rest room facilities accessible and usable by persons in wheelchairs?			
5. Are water fountains usable by persons in wheelchairs?			
6. Are public telephones equipped for use by persons with hearing impairments?			
7. Are public telephones accessible to persons in wheelchairs?			
8. Are elevators accessible and usable by mobile disabled persons?			
9. Do fire alarms utilize both sight and sound systems?			

By signing this application, you are agreeing that you will:

- Provide DWS students with progress and attendance reports upon request.
- Notify DWS of any changes to your criminal history and any addition or deletion of courses, changes in program cost, accreditation, approval, certification and/or license and relocation. Depending on the change, it may require a new application approval process.
- Provide services in a professional and timely manner.
- Have an adequate facility that abides with ADA guidelines.
- Abide by the DWS Equal Opportunity Clause:
  - Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity:
    - Title VII of the Civil Rights Act of 1964, as amended, which prohibits



## Application B

- discrimination on the basis of race, color, and national origin;
  - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - And Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex in education programs.
- Not recruit on DWS premises without DWS Employment Center Manager's approval.
  - Not rely solely on funds from DWS to remain in business.
  - Not use your organization or corporate names and logos, or pass out materials identifying yourself to the media, to business or other organizations/associations, or to individuals, in the context of conducting any DWS operations or contracted services.
  - Agree to abide by all applicable federal or state employment or workers compensation laws.

I certify that the information contained herein is complete and accurate to the best of my knowledge, and is furnished for the purpose of obtaining DWS approval to offer services in the State of Utah, and in conformity with the standards set forth by the State of Utah. I understand that approval does not constitute employment with DWS or the State of Utah.

Should circumstances result in any modifications of the content, I will advise DWS. I understand that failure to abide by the rules may result in a further review of services and possible termination of application status or approval of services.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail the completed application and required documentation to:  
Attn: Kathleen Johnson  
Department of Workforce Services – OSD  
140 East 300 South  
Salt Lake City, UT 84111