

## Best Practices: Entering a Course as a Service Provider in the MACC

Once registered as a Service Provider, each course must be entered. To have a training course reviewed and certified by the State for inclusion on the statewide training program/provider list, the application must be completed in its entirety including submission of supporting documentation.

Once the State approves a training course, then the Local Workforce Development Board (LWDB) will review the training course/s and approve if completion of the program leads to a demand occupation in our regional area.

- ✓ Course approval is "good" for 1 calendar year
- ✓ Courses must be entered into the MACC in October for approval for the following calendar year
- ✓ All courses must be entered into the MACC for approval regardless of previous course approval
- ✓ Any revisions to approved courses will be reviewed by the State and Region VI WDB for approval

The course information you provide is utilized by career planners when counseling individuals and by customers to make informed choices about training courses to improve their work-related skills. **In addition to all required (\*) information, the following information must be completed appropriately, or the course will not be approved by Region VI WDB:**

**Detailed Course Description:** The Detailed Course Descriptions should match course descriptions as listed in the training providers catalog/handbook/etc. If clinicals are necessary for the completion of training and it is the responsibility of the participant to find clinical sites on their own, this must be stated in the course description.

### • Detailed Course Description

**Program Address:** This is the address where the course will take place.

• Program Address 1
Program Address 2
• Program City
• Program State
• Program County
• Program Zip Code

**Course Schedule:** When is this specific course being offered?

<b>Course Schedule</b>	<input type="checkbox"/> Day	<input type="checkbox"/> Evening	<input type="checkbox"/> Weekend
	<input type="checkbox"/> Other	<input type="text"/>	

# Region VI Workforce Development Board

17 Middletown Road  
White Hall, WV 26554  
p 304.368.9530  
f 304.368.9532  
WV Relay 7-1-1  
[www.regionviwv.org](http://www.regionviwv.org)

**Course Deliverance:** How is the course being offered? If the course is a hybrid of in-person and online, "Combination" should be checked.

<b>Course Deliverance</b>	<input type="checkbox"/> In Person	<input type="checkbox"/> On-line	<input type="checkbox"/> Combination
	<input type="checkbox"/> Other	<input type="text"/>	

**Program Length:** Program Length should be listed in Days, Months, or Weeks (not hours).

<b>• Program Length</b>
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**Program Costs:** Everything in this section must be completed. The total costs of the program, including any extra costs above the tuition rate if applicable, are required. Admissions Requirements must be completed for every course. Admissions Requirements should match the requirements the as listed in the training providers catalog/handbook/etc. This includes any fees, documents, tests, etc. required for admission. "Refer to general admissions requirements/website/etc." is not acceptable for Admissions Requirements. All admissions requirements for the specific course must be listed.

<b>• Program Costs</b>
Include all costs relative to enrollment and completion of the course of study per student. Please enter dollar
<b>Full Time Tuition Cost</b>
<b>Part Time Tuition Cost</b>
<b>Other Cost</b>
<b>Breakdown of Other Cost</b>
<b>Are Pell Grants Accepted?</b>
<b>Are Perkins Grants Accepted?</b>
<b>Financial Aid Office Phone Number</b>
<b>Is Job Placement Assistance Available?</b>
<b>Degree, Certificate, License, or Award</b>
<b>Admission Requirements</b>

*Region VI is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*A proud partner of the American Job Center Network.*