



Local Board Determination Training APPEAL REQUEST FORM

Agency: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Program: _____

Contact Person: _____ Title: _____

Signature: _____

State justification for appeal request (attach additional pages as necessary):

This form must be either: 1) mailed or delivered to Employers' Training Resource, America's Job Center of California, 1600 E. Belle Terrace, Bakersfield, CA 93307, second floor, east wing, addressed to Brandon J. Evans, Director, Employers' Training Resource, and be received **no later than 5:00 p.m. on the tenth business day after receiving the denial letter**; or 2) emailed by the above deadline to brandone@kerncounty.com and shumakerj@kerncounty.com.

APPEAL PROCEDURES

Agencies may appeal a decision using the following procedures:

- a. When a provider's training program is not recommended for Local Board Determination Training approval, and the agency can show that the application did not receive due consideration or that other irregularities existed, the agency may appeal the recommendation to the Kern, Inyo, and Mono Counties Workforce Development Board (WDB).
- b. The appeal must be in writing and submitted to the Employers' Training Resource (ETR) Chief Workforce Development Officer no later than ten (10) business days after the denial letter has been received.
- c. The appeal letter must be attached to the ETR "Appeal Request Form." Specific reasons for the appeal must be included and should be limited to the issues of due consideration and/or irregularities of process noted above.
- c. ETR's Chief Workforce Development Officer forward all appeals to the Executive Committee of the WDB. The Executive Committee will be responsible for reviewing the application, evaluation forms, or other related information to determine whether the grounds for the appeal are substantiated, and for scheduling an appeal meeting within thirty (30) days. This Committee will have the authority to reconsider the recommendation if warranted. Additional materials not included in the original appeal may not be introduced as an agenda item at the Executive Committee Board Meeting. A maximum of two (2) representatives of the agency will be allowed to present their arguments, which must be limited to the issues of due consideration and/or irregularities of process as described above. Decisions of the Executive Committee are final. A decision from the Executive Committee will be made and transmitted to the agency and the WDB no later than thirty days after the appeal hearing.

For further information concerning the Local Board Determination Training process, please contact the ETPL Coordinator at ETPLCoordinator@kerncounty.com or (661)336-6953.