



EASTERN OREGON WORKFORCE BOARD

Baker, Grant, Harney, Malheur, Morrow  
Umatilla, Union, and Wallowa Counties

## One-Stop Center Certification Procedure

- 1) Determine the type of WorkSource Oregon Center to be certified at each location (comprehensive, affiliate, etc.).
- 2) Conduct an on-site in-person evaluation of each Comprehensive and Affiliate Center in Eastern Oregon including an assessment of the following:
  - a. Physical and programmatic accessibility (WIOA sec. 121(e) and 188, and ADA Act of 1991),
  - b. Center effectiveness (WIOA sec. 116),
  - c. Compliance with the WSO Operational Standards, and
  - d. Other factors relating to the continuous improvement of WSO centers and the one-stop delivery system (WIOA sec. 121(g)).
- 3) Submit documentation of the certification review and outcome for all EOWB Comprehensive and Affiliate WSO Centers by June 30 of the program year prior to the beginning of the certification period (e.g., for Program Year 2024, certification outcomes must be submitted by June 30, 2024). Documentation must be sent to HECC (currently: [hecc.owi-workforce-policy@hecc.oregon.gov](mailto:hecc.owi-workforce-policy@hecc.oregon.gov)) and include the following:
  - a. The Certification Period (e.g. PY 2024 through PY 2026)
  - b. The location/address and hours of operation for each Center being assessed
  - c. A list of the partner programs available at the center, and a list of onsite partners (including each partners' hours, if not present full-time)
  - d. EOWB certification assessment policy and procedure
  - e. Rating and review summary for each WSO Center
  - f. Corrective action plan for any Center(s) that fail certification