

APPLYING FOR CERTIFICATION

If you are a potential Certified Training Provider for the State of Tennessee and would like to consider applying for certification follow these steps:

1. Download a copy of the [Tennessee Initial Eligibility Application Form](#).
2. Determine which Local Workforce Investment Area to submit your application (see [State of Tennessee Map](#))
3. Complete application and submit to the Training Provider Certification Contact in the area/s where the institution is located.
4. Remember to check the Local Workforce Investment Area Board meetings and application deadlines schedule to assure your application will be reviewed in a timely manner.

Upon submission of your application to the Local Workforce Investment Area, your institution will receive in writing the decision to certify or deny your institution and/or program/s from the Local Board. If your institution or program/s is denied, you should receive written explanation from the Local Board with notice of the decision. You may appeal to the Local Board within 30 days of receipt of denial. If you are not satisfied with your appeal decision and wish to appeal at the state level, you may contact the Tennessee Higher Education Commission within 30 days of the appeal decision from the Local Board. Please submit in writing your intent to appeal to:

Tennessee Higher Education Commission
404 James Robertson Parkway
Parkway Towers, Suite 1900
Nashville, TN 37243