



Program #: _____ Date: ____ - ____ - 20____

Official Request for Waiver of Required Performance Data/Metrics

Indiana Department of Workforce Development policy requires that all training providers record and submit information about each of their programs at each location regularly. If this data is not available, training providers may request that this requirement be waived for a period of 1 year. Training providers who make such a request must show good cause for the missing data along with a strategic plan for tracking and reporting future data. All waiver recipients are expected to immediately submit data as it becomes available.

- Programs one year or less in length require the previous academic year of student data.
 - Programs at least one but less than two years in length require student data from the academic year two years prior to the current academic year.
 - Programs at least two but less than three years in length, including **Associates** degree programs, require student data from the academic year three (3) years prior to the current academic year.
 - Programs at least three but less than four years in length require student data from the academic year four (4) years prior to the current academic year.
 - Bachelor's** Degree programs and any programs longer than four (4) years in length require student data from the academic year six (6) years prior to the current academic year.
- *an academic year is defined as (July 1st – June 30th)*

Complete the fields below and submit to DWD for approval.

Requesting training provider: _____

Training program title: _____

Contact Name: _____ Phone: _____

Email: _____

Training program location: _____

Please explain why the training provider is unable to submit performance data for this program:

Please explain how the training provider will track and report performance data for this program:

Please complete and return this form to: Melissa Wafford mwafford@dwd.in.gov