



UNREGULATED EDUCATION AND TRAINING VENDOR ADDENDUM TO “EDUCATION AND TRAINING VENDOR AGREEMENT”

Definition of Parties: This addendum modifies the “Education and Training Vendor Agreement” between _____ (Vendor) and **Neighborhood Centers Inc.** on behalf of Workforce Solutions by replacing the original sections from the agreement or adding sections as listed below. Execution of this Addendum does not constitute a guarantee or commitment to refer any customers to the Vendor.

SECTION 5 - ACCESS TO RECORDS

Section 5 of the “Education and Training Vendor Agreement” is replaced as follows: Vendor agrees to permit officers and employees of Workforce Solutions, or auditors and monitors as designated by Workforce Solutions access to all training course and related financial records for the purpose of investigation to ascertain compliance with this Agreement and applicable state and federal rules, regulations and orders.

SECTION 6 - RECORDS RETENTION

Section 6 of the “Education and Training Vendor Agreement” is replaced as follows: Vendor agrees to retain financial and course records related to Workforce Solutions’ customers for at least three years and three months after the completion of the service provided to the Workforce Solutions customer. Vendor agrees to retain records beyond the prescribed period if any litigation or audit is unresolved.

SECTION 14 – CAREER SCHOOLS EXEMPTION

Vendor will abide by all conditions listed on the Exemption Letter from TWC Career Schools. Any courses taught outside of the bounds of the Exemption Letter are regarded as not reimbursable by Workforce Solutions and will be considered overpayments subject to Section 11 of this agreement if billed by the Vendor.

SECTION 15 – VENDOR APPLICATION UPDATES

Vendor is responsible for submitting updated information to Workforce Solutions financial aid office when a change is made to a course of instruction that has previously been approved by the Workforce Solutions Financial Aid Office. Changes must be reported to and approved by Workforce Solutions staff prior to Vendor providing services to Workforce Solutions customers affected by the change. This section covers changes to any of the following items:

1. School catalog
2. Course instructors
3. Course curriculum or teaching materials
4. Course length
5. Location of instruction



This Addendum is effective _____ subject to _____
continued status as a Workforce Solutions approved vendor.

NEIGHBORHOOD CENTERS INC.

VENDOR

Signature

Signature

Douglas Shadle

Typed or printed name

Chief Operating Officer

Title

Date

Date