APPLICATION FOR WORKFORCE DEVELOPMENT BOARD MEMBERSHIP
TO REPRESENT EDUCATION

Membership Requirements:
In order to represent an educational entity on the NoRTEC Workforce Development Board, the applicant must:

1. Be a representative of one of the following:
   a. An institution of higher education that provides workforce investment activities
      (including community colleges); OR
   b. Eligible providers administering adult education and literacy activities under
      Title II of WIOA.
2. Provide service to some or all of the counties within NoRTEC’s geographic area¹;
   and
3. Be nominated by the Board of Directors or the Director of such an entity.
   The nomination shall be in writing, and submitted to the NoRTEC Governing Board.

Applicant Name: ________________________________
Job Title: _____________________________________
Entity Name: ________________________________
Entity Address: ________________________________
City/State/Zip: ________________________________
Entity Phone/Fax: ________________________________

Do you represent Category 1.a. or 1.b. (or both) noted above?

☐ Category a (Higher Education)  ☐ Category b (Adult Education)  ☐ Both

¹ Counties within the geographic area of NoRTEC are: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity.
Provide a brief description of the educational entity you are representing, and the geographic area this entity represents/serves:

What additional areas of expertise or interest do you have that may be helpful to the Workforce Development Board? (This includes membership on other boards or service organizations.)
The NoRTEC Workforce Development Board meets four times a year, and a quorum of members must be present at each meeting in order to conduct business. The meetings are usually held in a central location (Oroville, Chico, Red Bluff, Anderson or Redding) on the following dates:

1. The fourth Thursday of January, from 10 am – 3 pm
2. The fourth Thursday of April, from 10 am – 3 pm
3. The fourth Thursday of August, from 10 am – 3 pm
4. The fourth Thursday of October from 10 am – 3 pm

Will you be able to attend all four of these meetings each year? (We understand an occasional scheduling conflict or emergency will occur.)

☐ ☐ YES ☐ ☐ NO

Most of NoRTEC’s business is conducted over the Internet via our website and e-mail, but we request contact information. Please provide the following:

County of Residence: __________________________________________
Mailing Address: _____________________________________________
City/State/Zip: _______________________________________________
Telephone: _________________________________________________
E-mail2 Address: _____________________________________________
Phone/Fax: _________________________________________________

Is there additional information you think we need to know? If so, please provide it below:

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2 The majority of NoRTEC business is conducted via e-mail and over the Internet. Please provide an e-mail address you check regularly.
I wish to be considered for appointment to the NoRTEC Workforce Development Board. All of the information contained in this application is true and complete to the best of my knowledge.

Signature of Applicant ___________________________ Date ___________________________

In addition to this application, an applicant must submit a nomination letter from the entity you represent.

To obtain an example of a nomination letter, to inquire about appropriate nominating entities in your area, or to submit an application, please contact:

Mail
Andrea Campos
Program Administration Director
NoRTEC
11 Ilahee Lane
Chico, CA 95973
(530)892-9600

E-Mail
acampos@ncen.org
(Pdf file or Word document)

Fax
(530)892-9609