

# Mass Workforce Issuance

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**Workforce Issuance No. 15-24**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers  
EO & Complaint Officers  
Designated Career Center LEP Contacts

**cc:** WIA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** March 31, 2015

**Subject:** **Limited English Proficiency (LEP) Training & Language Access Services and Guidelines, and Conflict of Interest Law for Public Employees**

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**Purpose:** To notify and update Local Workforce Investment Boards, One-Stop Career Center Operators, Equal Opportunity Officers, Designated Career Center LEP Contact staff and other local workforce investment partners of training sessions on Limited English Proficiency and Language Access Services and Guidelines.

The training sessions are open to any member of the statewide workforce system. All career Center Directors are strongly encouraged to attend. It is also encouraged that Directors have anyone who has regular contact with Limited English Proficiency customers attend as well.

In addition to the LEP training, a training session on the Massachusetts Conflict of Interest Law for Public Employees will be provided.

**The Training is MANDATORY for all Career Center Equal Opportunity Officers (and alternates), DCS Operation Managers and Designated Career Center Limited English Proficiency Contacts.**

The training dates and locations are below. Please see the website for directions.

<b>Date</b>	<b>Time</b>	<b>Location</b>
April 8, 2015	10:30am– 12:30pm	<b>FutureWorks Career Center - Springfield</b> <a href="http://www.futureworksjobs.org/">http://www.futureworksjobs.org/</a>
April 10, 2015	10:30am– 12:30pm	<b>ValleyWorks Career Center - Lawrence</b> <a href="http://www.valleyworks.cc/contactus.htm">http://www.valleyworks.cc/contactus.htm</a>
April 15, 2015	10:30am– 12:30pm	<b>Employment&amp; Training Resources – Framingham</b> <a href="http://www.etrcc.com/directions-framingham.php">http://www.etrcc.com/directions-framingham.php</a> .
April 23, 2015	10:30am– 12:30pm	<b>Greater New Bedford Career Center</b> <a href="http://www.newbedfordcareercenter.org/">http://www.newbedfordcareercenter.org/</a>
May 1, 2015	10:30am– 12:30pm	<b>North Central Career Center – Leominster</b> <a href="http://www.futureworksjobs.org/directions">http://www.futureworksjobs.org/directions</a>

**Action**

**Required:** Please disseminate this information and assure that all staff that plans on attending registers for their choice of training sessions depending on their geographical region.

To register, please email Maria Caira at [MCaira@detma.org](mailto:MCaira@detma.org) with your choice for the training ASAP.

**Inquiries:** Questions regarding this training should be directed to Timothy Dooling at [TDooling@detma.org](mailto:TDooling@detma.org) or (617) 626-6179.