MEMORANDUM

DATE: August 6, 2014

TO: Regional Workforce Boards Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

SUBJECT: Alien Labor Certification Job Orders for Permanent Employment Certification (PERM)

The purpose of this memorandum is to provide a reminder to career center staff of Federal guidance on Labor Certification for Permanent Employment of Aliens in the United States and assisting employers with the filing of PERM job orders in the state job system.

Effective March 28, 2005, the U. S. Department of Labor (USDOL) made changes as to how employers complete applications for labor certification and the filing of the job orders. These changes provide that:

- Applications should be filed directly with the USDOL in Atlanta, Georgia. Employers no longer file their applications with the State Workforce Agency (SWA).

- Employers are required to file a 30-day job order with the career center nearest the area of intended employment.

Alien Labor Certification (ALC) PERM job orders are required by federal law to be advertised for a **full 30 days** in the state job bank system. Any changes to the original posting may violate federal requirements and could negatively impact the employer's request for certification. Therefore, please ensure that staff who have responsibility for job orders

- Understand PERM job orders must be advertised for the full 30 days;

- Contact the employer or the agent/attorney **prior** to making **any** changes (including placing the job order on hold) to these types of job orders.

If there are any questions regarding this memorandum or the Alien Labor Certification process, please contact Gloria Harrison Robinson at (850) 921-3299 or via email gloria.harrison@deo.myflorida.com.

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cc: Tom Clendenning