



Your Annual Compliance Report is due on or before the date your Workforce Certificate was approved.

- **Example:** If you got your certificate on June 15, then your reports are due on or before June 15 for the next four years.



We know pulling and organizing data takes time.
That's why **your data can include dates from before your due date.**



Second page

The report must have 12 months of data.

To allow you enough time to compile the required data, your report can start either **one or two months before the date your report is due**. Each report must have the same start and end dates.

Example

- Workforce Certificate was approved on June 15th, 2024. Your first report is due on June 15th, 2025. For your data pull, you can use a starting date of either April 15, 2024, or May 15, 2024.
- The calendar date for the beginning of the data pull must match the calendar date of the approval date: **the 15th**.

1

April 15, 2023 –
April 14, 2024



2

April 15, 2024 –
April 14, 2025



3

April 15, 2026 –
April 14, 2027



4

April 15, 2027 –
April 14, 2028

