CAMO2COMMERCE POLICY & PROCEDURE

TITLE: Individual Training Accounts
POLICY #: 521
REVISION: NA
EFFECTIVE DATE: 1-1-14
REVISION DATE: NA

APPLIES TO: WIA NEG funded Camo 2 Commerce Program

REVISION HISTORY

Revision	Date	Revision Description
Original	1/1/14	This policy includes guidance on the use of ITAs, short-term intensive training, non-ITA training for academies and coordination of WIA funds with other financial resources such as educational benefits for Veterans. This policy applies only to the C2C NEG program & will be rescinded upon completion of the program.

BACKGROUND:

Under the Workforce Investment Act (WIA), classroom training for individual dislocated workers must be provided through Individual Training Accounts (ITA's). *[Reference – PL 105-220 Section 134 (d) (4) (G)]*

Customer choice is a guiding principle of WIA where participants have freedom in making informed decisions about their ITA training/occupational goal. Participants are expected and required to take an active role in managing their employment future through the use of ITA's. C2C participants who request an ITA must complete career exploration activities to ensure that they obtain the information they need to choose training for a demand occupation. Career exploration activities include comprehensive assessment, informational interviews with employers, research of the labor market, and demand occupations and Eligible Training Providers. [Section 134(d)(4)(F)]

POLICY:

WIA Title I-B funded classroom training for C2C participants shall be provided through Individual Training Accounts (ITAs) unless the training is covered under one of the exceptions to an ITA listed in this policy. *[Reference – PL 105-220 Section 134 (d) (4) (G)]*

Participants shall choose a program of training in consultation with the C2C program operator staff. The program of training and the training provider must be on the Washington State Eligible Training Provider list and must be in a demand occupation.

Authorization of the ITA shall be documented on the ITA Request Form by the C2C program operator staff. The ITA shall be limited as follows:

- A maximum of 6 college quarters are allowed to complete the training.

- A maximum of $6,000 in C2C NEG funding to pay for tuition, fees, books, school supplies, tools, and equipment including personal computers (may be provided on an individual basis based upon financial need and only when required for training). The C2C program operator managers have the authority to increase the limit of an ITA by $1,000 depending on the participant's need.

C2C program operators must adhere to this policy including guidance and procedures for the provision of individual training accounts.

GUIDANCE

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1. *When is an ITA Required:*
   An ITA must be approved to provide training when the C2C program is going to fund the costs of training such as tuition, fees, books, parking, equipment, tools and supplies. Prerequisite training may be included in the ITA award or it may be provided as an intensive service (Short-Term Pre-Employment/Vocational Service) before the ITA begins. *See SKIES Data Entry Instructions*

2. *When is an ITA NOT Required:*

   a. *On-the-Job Training:* The law provides for this exception.

   b. *Intensive Training:* PacMtn is following guidance from the Department of Labor (DOL) and the state which indicated when training is considered an intensive service; therefore not requiring an ITA. *See SKIES Data Entry Instructions*

   c. *Contract for Service:*   WIA allows training to be provided through Contracts for Service when the local board determines that there are an insufficient number of eligible training providers in the local area to accomplish the purpose of a system of ITA's. PacMtn has described this process in its Local Integrated Plan and expects to arrange such training for C2C participants as academies. *See SKIES Data Entry Instructions*

   d. *Training is Paid with non-WIA Funds:* When training costs are entirely paid for with funds other than C2C NEG funding, there is no requirement for an ITA. However, if the C2C program will be supporting the participant in reaching their occupational goal in other ways, it is appropriate to have the participant complete career exploration and for the training to be in a demand occupation. *See SKIES Data Entry Instructions*

3. *Need for Training:*
   C2C staff should determine if a participant needs an ITA for classroom training in order to obtain employment that provides a self sufficient wage. If an individual has marketable skills for a demand occupation they may be enrolled to receive other C2C services. At a minimum, one core and one intensive service must be provided before a training service. An assessment is required before the provision of training services.

3. *Time Limits:*
   PacMtn has limited ITAs to a total of 6 quarters of school. A waiver may be submitted to

request additional time to complete the training. If a participant already has an associate degree, they may use an ITA to complete a bachelor degree if their occupational goal requires a bachelor degree or will make them employable.

4. *Funding Limits:*
PacMtn has limited C2C NEG ITA funding to a maximum of $6,000 with an option for a program operator manager to increase the total by $1,000. The amount and duration of an ITA award shall be determined on an individual basis.

5. *Coordination with other Funding Sources:*
The amount of ITA funding awarded should take into account any other financial assistance available to the participant except for loans. According to TEGL 10-09, "The GI Bill and other education and training benefits administered by the Department of Veterans Affairs are not required to be coordinated with WIA funded training (i.e., veterans cannot be required to exhaust their VA benefits prior to gaining access to WIA funded Training)."

A useful website to find out about military benefits is at: http://www.va.gov/

When a participant is receiving other financial assistance, such as Pell grant, to attend school the C2C program operator may pay for tuition, fees, books or other training costs when the participant file documents that they still have a financial need. This is a strategy that can be used to save staff time in preparing and processing support services had the participant used their financial aid to pay for tuition. The participant file must have a copy of the other financial aid award(s)/assistance and a family/personal budget showing a financial need.

6. *What's Included in the ITA Award?:*
The amount of the ITA award should include all training costs such as for tuition, fees, books, parking, equipment, tools and supplies. The C2C program operator could choose to either include the cost of prerequisite training classes in the ITA award or to provide these classes as an intensive service (SKIES service is called Short-Term Pre-Employment/Vocational Services) which would be separate from and prior to the start of an ITA. Other costs of attending school such as transportation and living expenses are not included in the amount of the ITA award.

7. *Participants Must Apply for Financial Aid*:
Participants need to apply for financial aid each year and a copy of the award must be placed in the participant file. If the participant will be using financial aid for their living expenses, the participant's family/personal budget must include the financial aid funds that will be used for living expenses

8. *How ITAs are authorized:*
Before any C2C NEG training funds are expended, a PacMtn ITA Request (Attachment A) must be approved by a C2C program operator staff or manager. The PacMtn ITA Request (form and process) includes career exploration activities designed for a participant to gather the information he or she needs to make an informed decision about choosing an occupation and training provider.

9. *Changes in the Participant's ITA Training Program:*
    The C2C program operator may approve a change of the participant's occupational goal to a related occupational goal when a participant decides after attending one quarter of school (maximum of 15 quarter credits) that the occupation he/she chose is not right for him/her. An example would be a participant whose goal was certified nursing assistant but after attending one quarter decides that medical transcription is a better fit. This type of modification to a participant's program does not require waiver approval. There has been no limit set on the number of times an ITA occupational goal can be modified; however, this does not extend the limit of 6 quarters of training.

    ➢ Participants who wish to change their program of study should submit a request to the C2C program operator. If approved by the C2Cprogram operator staff, it must be documented in the file and in the SKIES Service Plan in the justification text box.

10. *Demand Occupation Requirement:*
    An ITA program of training must be for a demand occupation as designated on the Washington State Demand/Decline List. The training may be approved if it is on a demand list for another workforce development area in Washington or in demand in another state if the participant is able and willing to commute or relocate. To fund a program of study that shows as "balanced", a waiver may be approved by the C2C program management. The case file including case notes should document the participant's willingness to commute to these other areas. Go to the following website for the Washington Demand/Decline list and print out a copy to place in the participant file:

    ww.wilma.org/wdclists

    To find labor market information for other states to determine if an occupation is in demand or decline, a useful website may be:

    www.careerinfonet.org

11. *Eligible Training Provider List (ETPL) Requirement*:
    The ITA program of training *and* training provider must be on the Washington State ETPL. If the training is in another workforce development area, the participant must be able and willing to commute or relocate to that area as documented in case notes. Find the training program/provider on the ETPL and print out a copy to place in the participant file. The following address is for WA state:

    http://www.careerbridge.wa.gov/

    ➢ To find Eligible Training Providers in other states go to:

    http://www.careeronestop.org/WiaProviderSearch.asp

12. *Training Programs Removed from the ETPL:*
    When a program of training is removed from the Eligible Training Provider list, a participant may continue and complete their program of training, as originally approved; however, the ITA may not be modified or extended. (State Policy #3655)

13. *Time Limit to Enroll:*
    A participant must be enrolled in school within 90 days of the approval of their ITA.

14. *Using Purchase Orders:*
    After a participant has approval for an ITA, the C2C NEG program may write a purchase order to the training institution for training costs. The C2C NEG program must follow its own organization's procedure for obligating and de-obligating funds. ITA funds are paid directly to the training provider using a C2C NEG program operator's fiscal system for vouchers or purchase orders.

PROCEDURES

A. C2C NEG PROGRAM OPERATOR - STAFF RESPONSIBILITIES

1. Program staff must first assess an individual's situation to determine whether or not training is needed for the individual to obtain employment that would provide a self-sufficient wage. An individual may be eligible for C2C NEG funded services; however, training is not an entitlement and must be necessary.

   The assessment should provide information for staff to determine:

   a. If the individual already has marketable skills for an occupation that will provide a self-sufficient wage; and for which there are job openings.

   b. Which type of training is most appropriate: On-The-Job training; Short-Term Pre-Employment/vocational Services; or Short-Term Classroom Training including academies.

   c. If the participant is already in training that is being paid for by another program(s) and if they have satisfactory performance:

      i. Determine if the training is appropriate for the individual (based upon career exploration activities). Even if the C2C program is not paying for tuition/fees, the program must be able to justify supporting the training decision before providing supportive and other services.

      ii. If the training is appropriate, coordinate funding and services with the other program(s).

2. After determining that the individual may need training, provide the individual with the ITA Request Form and an orientation. The program operator should provide directions for completing the form; explain the career exploration assignments and the participant responsibilities. The ITA Request Form is the only PacMtn form that is required. Forms from other programs, computer research, etc. may be used to document that the career exploration assignments have been completed. For example, a copy of a comprehensive assessment the individual has already taken is acceptable along with forms used by other programs (such as ACAP) or forms created by the C2C program operator.

For some of the career exploration assignments, it may be appropriate for the C2C staff to provide information to the participant in cases such as:

    a. When there are only a few employers in the area that hire for an occupation and it would burden those employers to keep having participants ask for informational interviews.

    b. If local trends in the labor market are changing quickly and/or the information found on-line is already out of date.

3. The C2C Staff person must review the completed ITA request to make sure that:

    a. The form is complete and the participant has provided documentation showing they have satisfactorily completed career exploration in order to obtain sufficient information to make an informed decision.

    b. The participant has provided a clear justification/reasoning for their choice of training/occupation.

    ➢ If the request is not complete and/or the participant has not satisfactorily documented that they have acquired all of the information they need to make an informed career/training choice, guidance should be provided to assist the participant in acquiring the information they need.

4. The C2C program operator must maintain regular contact with each ITA participant, preferably monthly but no less than quarterly. Contact may be in person, phone, email or other electronic media and include topics such as attendance, progress, need for educational assistance such as tutoring, grades, registration, and future plans.

5. If a participant is having difficulty in training, the C2C program operator should either have the participant contact the training provider for tutoring and/or other services that may be available or contact the training provider for the participant.

    a. If a participant does not achieve satisfactory performance, which is generally considered to be maintaining a grade of no less than "2.0" ("C") for two consecutive school terms (quarter or semester), the program operator must terminate ITA funding.

B. PARTICIPANT RESPONSIBILITIES

1. An individual must be actively enrolled in the C2C NEG funded program to be awarded an ITA. Being actively enrolled could include services have been provided at least every 90 days and case notes documenting regular contact and activities in which the participant has been involved.

2. A participant must complete career exploration assignments for the purpose of gathering sufficient information for him/her to make an informed decision in choosing occupational training. It should be likely that he/she will be able to successfully complete the training with an expectation of being able to find related employment. For that purpose, the ITA Request contains career exploration assignments that include:

     a. Comprehensive Assessment

     b. Exploring occupations including Labor Market Research

     c. Research of Training Providers

     d. Informational Interviews with employers

3. Attend school full-time (see exceptions), including summer sessions (if classes are available).

4. Enroll in classes within 90 days from the approval of the ITA. Enrollment includes: a) pre-registered for classes/on a waiting list of an approved training; b) have a start date that is not more than one quarter or term away; c) are taking required pre-vocational classes.

5. The participant must attain satisfactory performance which is generally considered to be maintaining a grade of no less than "2.0" ("C"). The participant must provide the C2C operator with transcripts for each school term or a summary of progress from a training provider that does not use letter or number grades. If a participant is having difficulty in training, they must inform the C2C program operator; and are responsible to set up and participate in tutoring or other services that may assist them. A participant who does not achieve satisfactory performance for two consecutive school terms (quarter or semester) will forfeit further ITA funding.

6. The participant must maintain regular contact with the C2C program operator. The frequency of contact should be determined in consultation with the program operator (this will generally be monthly but no less than quarterly). Participant contact information must be kept up to date either in person, by phone, email or other electronic media.

7. Participants who are receiving services and funding from other programs such as federal or state financial aid must remain in good standing with those programs.

8. Participants must apply for federal or other financial aid through the school/training provider each year. Note: WIA programs cannot require participants to take out loans for school; however participants do have the right to take out a loan on their own accord.

9. Participants must be informed that the C2C program obligates ITA funds by program year and that there is no guarantee that funding will be available in the next program year.

C. APPROVAL OF AN ITA REQUEST
An ITA Request will be approved or denied based upon the following criteria:

1. The ITA Request form is complete and documents sufficient career exploration activities have been completed.

2. The participant's justification for choosing the program of training and occupational goal is reasonable and appropriate (based upon comprehensive assessment).

3. The occupation is in Demand (copy from Demand /Decline List)

4. The training program and provider are on the Eligible Training Provider List.

5. Upon completion of the training, the participant will be qualified for an occupation that can provide a self-sufficient wage.

6. The participant agrees to their responsibilities listed in "B".

7. There is a clear and realistic plan to pay for the participant's cost for training and other expenses. This may include funds from other sources of funding such as federal financial or state grants.

D. OTHER CONSIDERATIONS

1. Employed Participants:

   a. A currently employed participant could request an ITA for training that:

      i. Is related to their current employment and will help them to advance on the job or to retain their job,

      ii. Will qualify him/her for an occupation that could provide a self-sufficient wage (if s/he is not currently earning a self-sufficient wage).

2. Distance Learning:
   Distance learning programs in Washington State are listed on the Eligible Training Provider List.

   www.wilma.org/wdclists

   For distance learning programs outside of Washington State, C2C program operators must ensure that the program of training is on that state's eligible training provider list. To find ETPLs in other states go to:

   http://www.careeronestop.org/WiaProviderSearch.asp

   Distance learning is not for everyone so it would be important for a C2C program operator to interview a participant to determine if distance learning is appropriate for him or her. The following factors, at a minimum, should be discussed with the participant:

   a. Why does the participant want to take classes on-line instead of attending regular classes on campus? Do they have issues such as transportation, child care, work or school scheduling problems?

   b. Is the participant a self-starter and disciplined enough to do the work on their own? Can they give you any examples that demonstrate this?

   c. Do they have a computer that meets requirements of the distance learning course?

   d. If required for the class, do they have high speed internet service?

3. Training provided in other workforce development areas or outside of Washington:
   C2C program operators could consider their ability to provide on-going services to participants who request training that takes place outside of a reasonable commuting distance from the program operator.

4. Consideration for Persons with Disabilities:
Participants with a documented disability may have the duration of their training extended beyond the time or financial limits, and may attend school part time if needed to accommodate their disability. The disability must be documented by a professional and information regarding the disability must be kept in the participant's locked file. A waiver is not required to extend the maximum of six of quarters, the maximum funding or to attend school part-time when this is documented as an accommodation for a disability.

E. FISCAL CONSIDERATIONS

1. When calculating the amount of the ITA award, include all training costs such as for tuition, fees, books, parking, equipment, tools and supplies.

2. Other costs of attending school such as transportation and living expenses are not included in the amount of the ITA award.

3. The C2C operator could choose to provide pre-vocational classes as an intensive service which would not be included in the ITA award and would occur prior to the start of ITA training.

4. Payments for tuition and fees are to be made incrementally based upon the participant maintaining satisfactory progress (by quarter or semester). An exception is made when the training provider's policy is to require that all of their students pay tuition and fees at the time the training begins.

5. Program operators will use their established fiscal method (PO or Voucher) to make payments directly to the training provider.

6. C2C program operators could pay for tuition, fees, books or other training costs when the participant file documents that the total of the funding they receive for schooling will not meet all of their financial need. The participant file must have a copy of the other financial aid award(s)/assistance and a family/personal budget showing a financial need.

7. Participants must be informed that C2C program operators obligate funds program year to program year. ITA funds awarded to a participant are contingent upon the federal funds provided to the C2C NEG funded program. Participants will be informed as soon as possible if a C2C NEG program will have insufficient funds to continue payments for tuition and fees.

F. SKIES DATA ENTRY
A participant's eligibility must be completely documented and they must be enrolled in the C2C program at the time an ITA is approved. Data entry instructions for entering an ITA and in the case when an ITA is not required are listed below.

1. Individual Training Account:
If the C2C program is paying any portion of tuition, fees, books, supplies, equipment or tools for the training:

   a. Check the ITA box in the Service Plan and enter an appropriate justification for the training.

b. Enter the training service named "**Occupational Skills Training**" in the Service Plan. Indicate the name of the school and the program of training. This may be entered once for the entire term of training, including summer even if there are no classes available for the participant to take. Note: This service is reserved for ITA as it is a data element in the Active Case Management Report.

2. Training is Paid for by Other Program:
   If the participant's tuition and fees are being paid for by another funding source, an ITA is not required:

   a. Do not check the ITA box in the Service Plan.

   b. Use the service named "**Training Paid by Other**". Indicate the name of the school and the program of training.

   ➢ If, at a later date, C2C funds are to be used to pay for training costs, an ITA Request must be approved, the ITA box checked and the service "Occupational Skills Training" entered for the term of school that will be paid for with C2C funds.

3. Intensive Training:
   If the participant is taking training that last no more than week and cost no more than $700, an ITA is not required.

   a. Do not check the ITA box in the Service Plan...

   b. Use the service named "**Short-Term Pre-Employment/Vocational Services**". Indicate the name of the school and the program of training.

4. Academy or Contract Service:

   a. Do not check the ITA box in the Service Plan.

   b. Use the service named "**Short-Term Classroom Training**". Indicate the name of the school and the program of training.

5. If a participant drops out of training and the tuition was paid for by the C2C program, close the service and choose "did not complete" as the outcome. Every effort should be made to have the C2C program reimbursed for training costs when a participant quits school (if the school's policy allows for a reimbursement).

6. When a participant successfully completes training, close the service and choose the appropriate outcome (degree, certificate, pending, etc.).

7. If a participant changes their occupational goal and program of study, the service plan must be updated to reflect and justify the change:

   a. Change the goal (occupational goal).

   b. Enter a note in the Justification text box.

8. ADDITIONAL DATA ENTRY ISSUES:

    a. Services in the Service Plan must be entered no later than 14 days after the service was provided.

    b. Before a training service can be provide, the participant must first receive a core service then an intensive service (may all occur on the same day).

    c. The start date of training needs to be the first day of classes and the end date the last day of classes.

    d. Although the training service in the Service Plan may span some time, a participant who does not receive a qualifying service after 90 days is considered exited. Ongoing services provided to the participant should be entered into Seeker Services.

G. EXCEPTIONS

Contracts for services may be used instead of ITA's only when one of the following three exceptions applies: *[Reference – PL 105-220 Section 134 (d) (4) (G) (ii)]*

1. When the services provided are on-the-job training (OJT) or customized training;

2. When PacMtn determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITA's.

    Program operators may contract with training providers when:

    a. The training prepares participants for demand occupations.

    b. Customer choice is not limited.

    c. The training and the training provider are on the Eligible Training Provider List, or the training provider has submitted an application to have the training added to the list.

    d. The training provider provides documentation to support that there is an insufficient number of training slots available for the next quarter for C2C participants to enter the training. This may include:

        i. Advertised offerings,

        ii. Projected student enrollments and enrollment capabilities

3. When PacMtn determines that there is a training service program of demonstrated effectiveness offered in the area by a community-based organization (CBO) or another private organization to serve special participant populations that face multiple barriers to employment. Special populations that face multiple barriers to employment are populations of low-income individuals that are included in one or more of the categories noted below:

    a. Individuals with substantial language or cultural barriers;

    b. Offenders;

    c. Homeless individuals; and

    d. Other hard-to-serve populations.

PacMtn has refined the criteria to be used in determining demonstrated effectiveness, particularly as it applies to the special participant population to be served. The criterion includes:

    i. Financial stability of the organization;

    ii. Demonstrated performance in measures appropriate to the program including program completion rate; attainment of the skills, certificates or degrees the program is designed to provide; placement after training in unsubsidized employment and retention in employment; and

    iii. How the specific program relates to the workforce investment needs identified in the local plan.

H. WAIVERS

The C2C program operators must obtain an approved waiver from their management for any of the following:

1. A request for a participant to take a program of training for an occupation that does not show as in demand on the Demand/Decline List when:

   a. An employer provides a written statement indicating that they will hire the participant during or after the training period.

   b. The occupation shows as "Balanced" on the Demand/Decline and is not in demand in another WDA to which the participant is able to commute or relocate.

2. A request to pay for tuition in excess of the $6,000 limit. An additional $1,000 may be approved by the C2C program operator's management based upon a participant's situation.

3. A request to extend the maximum of six of quarters to complete training (except where a disability is documented and the additional quarters are an accommodation).

I. REQUIRED FORMS

C2C program operators shall use the PacMtn ITA Request Form, Attachment A, to document the approval of ITA awards.

Program operators may choose the documentation used for the career exploration activities of an ITA Request. For example, forms from other programs such as Trade Act or data collected from the Internet are acceptable.

EQUAL OPPORTUNITY:

PacMtn is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

VETERANS & ELIGIBLE SPOUSE PRIORITY FOR SERVICE

The Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) No. 10-09 provides information regarding the implementation of Priority of Service for Veterans (effective 11/7/02) and Eligible Spouses in all Qualified Job Training Programs funded in whole or in part by the U.S. DOL at: http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816

ATTACHMENT:

Attachment A - Individual Training Account (ITA) Request Form

REFERENCES:

- State Policy 3655 Revision 2 on Individual Training Accounts

DIRECT INQUIRIES TO:

Program and Performance Coordinator
1570 Irving Street SW
Tumwater, WA 98512
Phone: (360) 570-6980
Fax: (360) 482-1715
TTY: Use the State Relay Number - 711

APPROVED BY

Cheryl B. Fambles, CEO

Camo2Commerce (C2C)
Individual Training Account (ITA) Request Form

Complete the following and attach documentation for each of the items on the Checklist.

Name:_____ **Date:**_____

Address:_____**City/Zip:**_____

Phone #: _____**Email:**_____

COUNTY: Pierce _or_ Thurston _or_ Grays Harbor _or_ Pacific _or_ Lewis _or_ Mason (Circle One)

Who is your C2C program contact person who gave you this form:_____

The purpose of this Training Research Proposal is to assist you in gathering information you need to make the best career decision. You will need to provide proof of your research on schools, potential employers and the local labor market before a training plan will be considered for approval. Check off each of the following as you complete them and write in the number of attachments you are submitting to document your career exploration:

❑   I received ITA Orientation on: Date: _____ Presenter:_____

❑   **Financial Resources**
 ○ Application and/or award for federal financial aid (www.fafsa.ed.gov).   Application for federal financial aid is mandatory under WIA.   Indicate if school is ineligible for financial aid: _____
 ○ Additional educational funding assistance you have applied for such as MyCAA, scholarships, GI Bill or Worker Retraining Program. Attach information regarding your application and/or approval for these additional funds. Pages: _____

❑   **Labor Market Research**
 ○ Research to show that your chosen occupation is in demand. Make sure you attach a print out from one of these websites. (www.workforceexplorer.com or www.careerinfonet.org) Pages: _____
 ○ Print out from Demand/Decline List showing the occupation you are researching is in demand (http://www.wilma.org/wdclists). Pages: _____
 ○ Print out from Demand/Decline List showing that either your military job (as translated into a civilian job) is **not in demand; or if you have a degree, that occupation is not in demand** (in the area where you intend to live/work)**.** (http://www.wilma.org/wdclists). Pages: _____

❑   **Employer Research**
 ○ Attach 3 job openings from: internet, employment paper or newspaper. These must closely resemble the type of job for which you would be eligible upon completion of training. - Pages: _____
 ○ Completion of Labor Market Research questionnaire. Pages:_____
 ○ Completion of two (2) Employer Interview Summaries. Pages: _____

❑   **Training Research**
 ○ Determine which school is the best fit for your training, see: (www.careerbridge.wa.gov). The school and program of training must be identified as an Eligible Training Provider (ETP) on this website. If training is in another state, must be on that state's ETPL, go to http://www.careeronestop.org/WiaProviderSearch.asp Attach a printout of the Eligible Training Provider and Program of study you have chosen. Pages: _____

❑   **Training Program Planner and Costs**
  ○ Attach a copy of the Program Planning Guide, Educational Plan or Training Program Brochure obtained from the school you are planning to attend which outlines your program of interest and the classes which you need to take to complete your educational goal. Pages:_____
  ○ Please complete the Cost of Training Estimate form by estimating the total number of quarters/semesters you will be in training. Also provide us with the estimate of the total tuition and related costs for your educational program. You can usually find this information from the college website. You can either complete the cost section of this form or attach a print out from the college website outlining tuition and fee costs.

❑   **Vocational Assessment/College Placement Test (aptitude, skills, interests)**
  ○ Attach a copy of your college placement test or any career assessment test you may have taken. Pages: _____

❑   **Personal Research Summary**
  ○ Complete Personal Research Summary.

❑   **Commissioner Approved Training (CAT) Application or Award Letter**
  ○ Attach CAT award letter or application if applicable. (For applicants receiving Unemployment Insurance only.) Pages: _____

After completing Career Exploration, indicate your choice for the following:

Training program: _____

Degree/License: _____ Start Date:_____ End Date:_____

Name of Eligible Training Provider/College/University: _____

Training Location: _____

C2C Funding Requested:_____ Other Available Funding:_____

The information I am providing is accurate to the best of my knowledge. I agree to the Participant Responsibilities listed in Policy 521 – C2C Individual Training Accounts.

_____ _____   _____
Requestor's Signature   Date Submitted

C2C STAFF TO COMPLETE: ITA Request is: _____Approved _____Denied
Comments:
Staff Signature   Date