



## Parents to Work Training Request Packet Introduction

The Parents to Work Training Request Packet (TRP) is designed to assist you in researching career options, educational institutions, and employment opportunities. **This packet is an application. Completion of this packet does NOT guarantee tuition assistance will be granted through the Parents to Work Program.**

Note: Arapahoe/Douglas Works! is designed to assist in short term training for in-demand occupations. Eligibility status on the state's Navigator website is not required, but recommended. It also does not guarantee the requested training will be approved for assistance (see below for details on the Navigator website).

The TRP must be completed and approved by the Training Request Review Committee prior to receiving tuition assistance from Arapahoe/Douglas Works! The participant will provide the completed TRP to a Workforce Specialist, who will present the packet to the committee for approval on the participant's behalf.

### **The Training Request Packet is a powerful tool that can help:**

- Assist you in evaluating your current transferable skills, values, interests, and abilities for a marketable occupation.
- Assist you in reviewing labor market research to determine marketability in your chosen occupation.

### **This Training Request Packet must verify:**

- The training you have requested will lead to good employment opportunities and wages.

Each lettered section below must be completed by the participant requesting PTW tuition assistance. In order for the Training Request Packet to be reviewed by the committee, **each section must be complete** and submitted to a Workforce Specialist. The review committee meets regularly. All Training Request Packets must be reviewed and approved by the Training Request Packet Committee (no exceptions).

# PTW Training Request Packet Instructions

## A. Draft a Resume

You should have completed a resume within your first week in the program. If not, please attend a Resume Workshop and/or meet with your WFS to make one. A resume is an important job-searching tool. It allows you to explain your strengths and skills that you bring to a particular company or job role. We want you to have a draft of this to facilitate your job search job during your training and after your training. It may also be helpful if you need to find an externship/internship site for your training program.

## B. Take the Tests of Adult Basic Education (TABE) and pass at a 9.0 or higher (Reading and Math) unless otherwise instructed by your WFS. Exceptions can be made if you have a degree from a post-secondary institution and can provide a copy to your WFS.

## C. Conduct labor market research in regards to your occupation of choice

This research should indicate that the occupation you are pursuing is not oversaturated and is experiencing sustainable growth in the Denver Metro area.

1. Print out labor market information of your desired occupation.

This should include:

- a. Wages
- b. Projected annual job openings (are too many people choosing this career?)
- c. Educational requirements

You can use one of the following websites to find this information:

1. [onetonline.org](http://onetonline.org) (scroll down to "Wages and Employment Trends," click on "Local Salary Info," and then check "Colorado" for average wages. For projected annual openings, click "Employment Trends" and then check "Colorado.")
2. EMSI Career Coach (from [Adworks.org](http://Adworks.org), go to "Job Seekers" click "EMSI Career Coach on the left-hand side, then "Get Started Now")

## D. Find a Training Provider

Please check the website below, the Eligible Training Providers List, also known as The Navigator, to find programs to meet your training needs. **Training eligibility on The Navigator does not guarantee the training will be paid for by the Parents to Work Program.**

Go to [CoTrainingProviders.org](http://CoTrainingProviders.org)

OR

- a. Go to [www.adworks.org](http://www.adworks.org)
- b. Click on "Resources" on the top right of the menu.
- c. Scroll down to "Education & Financial Aid"
- d. Click **Colorado's Approved Education Provider List**

*\*\*\*Although recommended, training providers do not need to be on The Navigator to be eligible. If there is a training provider you would like to use that is not on The Navigator, the provider will be reviewed on a case by case basis. Please research and print the following, and submit with the TRP in order to be considered for approval:*

1. Name of the Training Provider
2. Program Description
3. Length of the Program
4. Program Cost
5. Program Pre-requisites (if applicable)

\*If the training provider of your choice is not on the Navigator, a W-9 for that institution will be required.

**Print the eligibility results for at least 2 schools of your choice and submit with the training request packet.**

### **E Training Provider Interviews**

To ensure success and satisfaction in training, it is important to weigh your options. As a part of that research and a requirement for the Training Request Packet, you must contact and interview two training providers that offer the training being requested. These may be done over the phone, but it is recommended that you visit the campus to evaluate the learning environment to best meet your learning style and needs. **Complete the two Training Provider Interviews/Visit forms completely.**

### **F. Develop an Education Plan with your Workforce Specialist**

**Once you have decided on a training provider, please complete the "Educational Plan" worksheet for the school you have chosen, and collect the applicable documentation listed on that worksheet.** Although your Training Request Packet may not have yet been approved, it is a good idea to register, get accepted, and enroll in classes as soon as possible to avoid classes being full. You must prove that you will start classes within one month after your Training Request Packet is approved. If your training request packet is not approved, you can always drop your classes.

### **G. Training Agreement Contract**

Read the Training Agreement Contract carefully. Sign and date it as the participant. A Workforce Specialist will sign and date it too.

**H. Collect all of your paperwork and review it with your PTW Workforce Specialist. It will then be presented to our Training Request Packet Committee for approval as soon as possible.**

## E. Training Provider Informational Interview/Visit (1)

Facility name: \_\_\_\_\_ Date of visit/contact: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Eligible through Navigator (circle):                      **Yes**                      **No**

Field of interest: \_\_\_\_\_

Program(s) related career interest: \_\_\_\_\_

Length of program(s): \_\_\_\_\_ Program cost: \_\_\_\_\_

Financial assistance available?                      **Yes**                      **No**

If yes, amount: \_\_\_\_\_

School entrance requirements: \_\_\_\_\_

Course/curriculum requirements/pre-requisites: \_\_\_\_\_

Number of credit hours/length of program: \_\_\_\_\_ Average class size: \_\_\_\_\_

Recommended study time per course to achieve success: \_\_\_\_\_

Instruction methods (online, classroom, apprenticeship, etc.): \_\_\_\_\_

Additional amenities/resources to support your learning: \_\_\_\_\_

Acquired skills upon graduation: \_\_\_\_\_

Types of job placement services upon graduation: \_\_\_\_\_

Placement rate (%): \_\_\_\_\_

Job titles of graduates in my field: \_\_\_\_\_

## E. Training Provider Informational Interview/Visit (2)

Facility name: \_\_\_\_\_ Date of visit/contact: \_\_\_\_\_

Contact person: \_\_\_\_\_ Position: \_\_\_\_\_

Eligible through Navigator (circle):                      **Yes**                      **No**

Field of interest: \_\_\_\_\_

Program(s) related career interest: \_\_\_\_\_

Length of program(s): \_\_\_\_\_ Program cost: \_\_\_\_\_

Financial assistance available?                      **Yes**                      **No**

If yes, amount: \_\_\_\_\_

School entrance requirements: \_\_\_\_\_

Course/curriculum requirements/pre-requisites: \_\_\_\_\_

Number of credit hours/length of program: \_\_\_\_\_ Average class size: \_\_\_\_\_

Recommended study time per course to achieve success: \_\_\_\_\_

Instruction methods (online, classroom, apprenticeship, etc.): \_\_\_\_\_

Additional amenities/resources to support your learning: \_\_\_\_\_

Acquired skills upon graduation: \_\_\_\_\_

Types of job placement services upon graduation: \_\_\_\_\_

Placement rate (%): \_\_\_\_\_

Job titles of graduates in my field: \_\_\_\_\_

## E. Educational Plan

### Section A

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Program Name: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Estimated total cost of tuition, books and supplies: \$ \_\_\_\_\_

**Please note: Training should be short term.**

### **Attach copies of the following:**

- Course description from the school catalog, brochure or internet screens.
- Class schedule for the upcoming semester or session
- Billing estimate, including tuition costs, books, supplies or other financial obligations (break down semesters or quarters if appropriate)
- Acceptance Letter/Enrollment Verification from school (if applicable)
- Completed W-9 if the training provider is not on the Navigator

### Section B

Will you be able to apply for the Pell Grant to cover your school costs? Circle one

**Yes No Not Sure**

If no, it is because:

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By signing this form, you are agreeing to provide verification of school transcripts/certificates during your training.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

# CONTRACT AGREEMENT

## Training Agreement Contract

**There are specific conditions that you will be expected to meet in order to receive financial assistance from Parents to Work. Please go over the following with your Workforce Specialist and read, sign and date the Training Agreement Contract. Your WFS will also sign and date this agreement.**

I agree to the following:

- I will maintain acceptable attendance at the training provider of my choice in accordance with set program/instructional policies.
- I will complete all classes registered for and receive passing grades.
- I understand that financial assistance will be discontinued if I do not maintain a minimum of a 2.0 GPA (or equivalent).
- I understand that if I fail the training or do not complete before the set deadline, I will not be eligible to receive funding nor further training through Parents to Work.
- I will provide my Workforce Specialist with a copy of my grades each semester/quarter.
- I will meet with my Workforce Specialist at least once per month to discuss my class work and any problems I am experiencing in fulfilling my classroom training participation obligations.
- I agree to track my classroom hours on the provided timesheet and have signed by an instructor or counselor (if applicable) and turn in to my Workforce Specialist on a monthly basis.
- I agree to provide a copy of the certificate or degree earned upon completion of my program.
- I agree to attend and complete Arapahoe/Douglas Works! job seeking workshops as assigned by Workforce Specialist.
- I will provide the Parents to Work program and Child Support with employment information, including the name of employer, employer's address, and expected salary.
- I agree to maintain contact with my Child Support Enforcement Worker regarding Child Support Payments on a monthly basis.
- I agree to remain in compliance with Child Support Enforcement to the best of my ability.
- I agree to seek and accept full-time employment related to my field of study.
- FINALLY, I UNDERSTAND AND AGREE THAT THE SERVICES OFFERED TO ME BY Arapahoe/Douglas Works! ARE TO ENABLE ME TO GET A FULL-TIME, PERMANENT JOB so I can fulfil my monthly child support order.

I understand and agree to the above. I understand that failure to comply may result in termination from the Parents to Work program and I will be liable for any training costs incurred if I do not follow through with my training plan; this is to include providing the proper documentation of completion of the educational program along, with employment verification. Finally, I understand and agree that the services offered to me by the Parents to Work program are to enable me to obtain employment.

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Participant Signature

Date

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Workforce Specialist Signature

Date

# Parents to Work Training Request Packet Checklist

**I have completed my training request packet. Now what?**

**Double-check your packet before you turn it into a Workforce Specialist (WFS). Have you...**

- A. Taken the Test of Adult Basic Education (TABE) if applicable or provided a copy of your degree?
- B. Conducted labor market research in regards to your occupational choice?
- C. Researched Training Providers?
- D. Conducted Training Provider interviews?
- E. Developed your Education Plan?
- F. Obtained a copy of a bill or financial statement from the school with school cost?
- G. Reviewed paperwork with your Workforce Specialist?
- H. Read and signed the Training Agreement Contract?

All tasks have been completed properly and returned to a PTW Workforce Specialist

Participant: \_\_\_\_\_  
Print Name
Signature
Date

Workforce Specialist \_\_\_\_\_  
Print Name
Signature
Date

**STAFF USE ONLY**

Date approved: \_\_\_\_\_ Date denied: \_\_\_\_\_

Training Provider: \_\_\_\_\_

Program Name: \_\_\_\_\_

Justification: \_\_\_\_\_

Training Request Packet Review Committee:

Printed Name	Title	Initial/Signature



## Frequently Asked Questions

### **I have all of the items listed above. What do I do now?**

- Call your assigned Employment First Workforce Specialist for an appointment.
- Review the Training Request Packet with the Workforce Specialist. If complete, you will be scheduled for the next available presentation date.
- Once you have received confirmation of approval of your request, a voucher will be processed to be given to the training provider.

### **I'm in training now. What do I need to do?**

- Track classroom hours on timesheet provided and turn in to Workforce specialist monthly.
- Attend class regularly and complete assignments.
- Meet with your Workforce Specialist monthly.
- Report any concerns/issues with training as soon as possible to a Workforce Specialist.
- Turn in grades and progress reports to a Workforce Specialist.
- Complete certificate or degree and provide a copy to a Workforce Specialist for your file.

### **I completed training and now I need a job. What resources are available?**

- The Arapahoe/Douglas Works! Resource Center for job search.
- Create a resume or update your old one with your Parents to Work Workforce Specialist.
- Update Connecting Colorado profile.

### **I found a job. What do I need to give to my Workforce Specialist?**

- When you find employment, provide a Workforce Specialist with all employment information.
- Keep in touch with your WFS monthly.
- When you get your first paycheck, provide a copy to your Workforce Specialist.