

Training Program Application

*A separate application form must be completed for each training program or occupational skills course of study.*

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| 1. Training Organization | | | |
| 2. Contact Person – Name & Title | | | |
| 3. Training Program or stand-alone course name | | | |
| 4. Program or course description | | | |
| 5. Year Program Established | 6. Total Credit or  Curriculum Hours | 7. Number of training weeks or hours | 8. Minimum  Class Size |
| 9. Is curriculum certified by an accrediting agency or similar national standardization program:  Yes *(if yes specify)* No | | | |
| 10. Description of training and skills to be obtained – *Attach training program description, include an outline of what is covered in the program and what skills are to be obtained.* | | | |
| 11. Which in-demand industry sectors and occupations best fit with the training program; and the average wage for the primary target occupation for which the training prepares the individual , as published by the Virginia  Employment Commission, for the local area. If the in-demand sectors & occupation differ from what is defined by the region, please provide LMI Information to support the sector & occupation. | | | |
| 12. Does training lead to an industry recognized credential, diploma, license, or degree? *If yes, indicate which.*  Yes No | | | |
| 13. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? Yes No | | | |
| 14. Was this training developed in partnership with a business? Yes No  If yes, Name of Business(s): | | | |

15. List Businesses that support this training program:

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| 16. Describe how you will ensure access to training services throughout the state, including rural  areas and through the use of technology: | |
| 17. Describe how you will work with the local board to serve individuals with barriers: | |
| **Program Cost** | |
| 18. **Registration/Pre-screening/Admissions Fees** | $ |
| 19. **Tuition** (check all items included in Tuition) | $ |
| Books | $ |
| Required Supplies(Tools, uniforms, etc. | $ |
| Testing/Exam Cost | $ |
| Licensure/Certification Cost(s) | $ |
| Other Required Fees | $ |
| 20. **Total Cost to Complete Curriculum/Course** | **$** |
| **Criteria for Admission** | |
| 21. Describe the prerequisites or skills and knowledge required prior to the commencement of training: | |
| 22. Is a High School Diploma or GED required: Yes No | |