

TAA PARTICIPANT TRAINING RULES

Below is a list of procedures DLLR has instituted prior to customers entering training. If procedures are not followed, disqualification from the program and/or becoming financially responsible for remaining cost may be required.

Training is to provide new skills or skill upgrades to help customers return to work, training should not be taken lightly. Training will not be approved for the sole purpose of collecting additional money.

1. Select training based on skill sets and areas of deficiency and on needs of employers in the local labor market. If training is approved, it is expected to be attended and completed. A change in training will only be approved under limited circumstances such as a medical condition that develops that would prevent an individual from completing the training or gaining employment in the field.
2. Note the approved Individual Training Contract (ITC) is for the time period listed on the ITC. If additional course work is required to complete training, make arrangements with your Career Consultant as far in advance as possible but at least 10 business days before start of the next phase of your training. Additional training must be approved prior to starting.
3. If you fail to maintain full time status (as defined by the training institution) you will become ineligible for Additional TRA while in part-time status. Trade does not support part-time training for anyone approved under petition TA-W-85,000 and above.
4. If scheduled to start training and you fail to attend without good cause, you will not be able to reschedule for future trainings of any kind.
5. The Trade program can only pay vendors or schools directly. Please do not pay for any items personally; reimbursements cannot be made to individuals for training or items related to training.
6. Consult your Career Consultant before changing, adding or dropping classes. Any change to the ITC requires prior approval.
7. Do not request or accept items from a vendor that have not been approved for you through the Trade program.
8. If you find an additional required item has been added for an approved class, please contact your Career Consultant immediately before obtaining the item. If you obtain the item(s) prior to approval through the Trade program, you will be responsible for the additional cost(s).
9. If the cost for any approved item is more than the amount approved, contact your Career Consultant immediately before obtaining the item. If you obtain the item(s) prior to approval through the Trade program, you will be responsible for the additional cost(s).
10. If you drop a class/course and purchased books or materials, you must return items to the place of purchase and provide a receipt indicating the return to your Career Consultant. Do not sell or discard the items.
11. If considering stopping training, notify your Career Consultant immediately before taking action. Stopping training before meeting with your Career Consultant, except in certain circumstances, will result in your inability to receive additional training.
12. It is expected that you will successfully complete your training program. If retaking of a class is required for your successful completion of the training program, you will be financially responsible for the cost of retaking the course, except under certain circumstances that have been pre-approved by your Career Consultant.
13. Upon completion of training, provide a copy of your certificate, diploma, license or degree to your Career Consultant.
14. Upon acceptance of employment, provide your Career Consultant with the employment information.
15. Once you have completed training, it is expected a job search will begin, preferably in the new skilled area. You may avail yourself of services offered within the Maryland Workforce System in order to assist with this effort.

We are asking that you follow these rules to help avoid being financially responsible for any of the qualifying costs of the training program you are attending.

Your signature indicates that you understand and agree to follow the rules above.

TAA PARTICIPANT

DATE

CAREER CONSULTANT

DATE