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| **12. TAA TRAINING PLAN FORMS AND DOCUMENTS** |
| **12-E. SIX CRITERIA FOR APPROVAL OF TRAINING**  | **The following “**[x] **” indicates client specific statements were provided in support of each of the following Six Criteria:** [ ]  **1. No Suitable Employment Available: statement relates job search results for work of equal or higher skill level at wages not less than 80 percent of weekly wage at time of separation is not available.**[ ]  **2. Benefit from Training: statement describes the direct relationship between what skills the training program will provide, and the client needs for skills training or remedial education (refresh or earn new credentials to compete in labor market)**[ ]  **3. Reasonable Expectation of Employment Following Completion of Training: Statement support that as a result completion of the proposed training the client is expected will find employment.**[ ]  **4. Training is reasonably available and Accessible: statement relates training is available from either government agencies or private sources, as is or is not located within the client’s commute area (25 miles)**[ ]  **5. Qualified to undertake and complete training: statement relates if the client has adequate basic skills, educational background, work experience and financial resources to undertake and complete the specific training program considered.** [ ]  **6. Training is suitable and available at a reasonable cost: statement relates the training selected per assessment results and first consideration must be given to the lowest cost training available within the commuting area before considering training outside the commuting area (including training plus any transportation costs).****The following “**[x] **” indicates documentation was uploaded into the client’s ETO record in support of each of the following Six Criteria:** [ ]  **1. Case notes that describe job seeking activities; Demand/decline print out of primary occupation and work search contacts.**[ ]  **2. Initial, Comprehensive, WOWI Assessments, and school information (ex. Ed plan, training program outline, and training cost plan from the school). When applicable, College Placement test results.**[ ]  **3.** **Demand/decline print out of the training occupation and training job postings.**[ ]  **4. Training Research Packet (completed and approved) and ETPL school information.**[ ]  **5. Initial, Comprehensive, and WOWI Assessments (budget/financial section supports the participants has adequate income to meet expenses while in training) Assessments, and the participants IEP. When applicable, College Placement test results.**[ ]  **6. Training cost information from the school and documentation from the research must support the training is available and at a reasonable cost.****.** | [ ]  **Met**[ ]  **Not Met**[ ]  **N/A** | [ ]  **No Action Required**[ ]  **The Following Action is Required:** |
| **12-H. TRAINING PLAN COST FORM** | **Training Plan Cost (TPC) and justification of training were documented and uploaded into the TAA Training Forms TouchPoint in ETO:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****The TPC contained the following completed sections on the form:** [ ]  **N/A** [ ]  **Section A: Program Information**[ ]  **Section B: Training Cost**[ ]  **Section C: Participant Signature**[ ]  **Section D: Training Provider Signature**[ ]  **Section E: Employment Security Signature**[ ]  **TPC was signed and dated by all parties BEFORE the participant begins training**[ ]  **Supervisor signature is within 30 days prior to the start date of training**[ ]  **Training Cost Form matches the detail on the Approval for Training Request form:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****.** | [ ]  **Met**[ ]  **Not Met**[ ]  **N/A** | [ ]  **No Action Required**[ ]  **The Following Action is Required:** |
| **12-I. APPROVAL FOR TRAINING REQUEST FORM** | **Approval for Training Request form and justification of training were documented and uploaded into the TAA Training Forms TouchPoint in ETO:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****The TPC contained the following completed sections on the form:** [ ]  **N/A** [ ]  **Section A: Participant Request** [ ]  **Section B: Agency Approval for Training Request**[ ]  **Section C: Agency Denial for Training Request**[ ]  **Approval for Training was signed and dated by the Participant and TAA Case**  **Manager BEFORE the participant began training:** [ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Approval for Training Request matches the training detail on the Training Plan Cost form:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****.** | [ ]  **Met**[ ]  **Not Met**[ ]  **N/A** | [ ]  **No Action Required**[ ]  **The Following Action is Required:** |