

Training Program Application

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

1. Training Organization			
2. Contact Person – Name & Title			
3. Training Program or stand-alone course name			
4. Program or course description			
5. Program Format: In Person Online Hybrid	6. Class Time in Hours (per week)	7. How Many Weeks to Complete	8. How Many Semesters
9. Minimum Class Size	10. Maximum Class Size	11. Year Program Established	12. Is this program an Apprenticeship?
13. Financial Aid Available: Pell Grant Institutional Scholarship Federal Loan Other			
14. Is curriculum certified by an accrediting agency or similar national standardization program: Yes (if yes specify) No			
15. 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.			
16. Does the training lead to an industry recognized credential, diploma, license or degree? Industry Recognized Certificate or Certification license Recognized by the State Community College Certificate or Certification An Associate's Degree Certificate of Completion of an Apprenticeship A Baccalaureate Degree Other:			
17. Is this a stackable credential, part of a sequence to move an individual along a career pathway or up a career ladder? Yes No			
18. Was the training developed in partnership with a business? Yes No If yes, Name of Business(s):			

19. List Businesses that support this training program:

20. Describe how you will ensure access to training services throughout the state, including rural areas and through the use of technology:

21. Describe how you will work with the local board to serve individuals with barriers:

Program Cost

22. Tuition	\$
Books	\$
Tools/Supplies	\$
Other Required Fees	\$
23. Total Cost to Complete Curriculum/Course	\$

Criteria for Admission

24. Describe the prerequisites or skills and knowledge required prior to the commencement of training:

25. Is a High School Diploma or GED Required? Yes No