

## **ANOKA COUNTY LONG-TERM TRAINING POLICIES AND PROCEDURES**

The goal of the long-term training (LTT) component is to provide individuals the opportunity to acquire the education, skills, and credential necessary to enter the workforce in sustainable jobs with good wages and a strong projected outlook. Training programs must lead to a credential, be vocationally oriented, WIOA certified and offered at non-profit or MNSCU colleges. Credentials must be able to be attained within 2 years or less. Individuals who do not have a bachelor's degree are priority for LTT.

### **Requirements For Long-Term Training Plan Approval**

1. Complete the require workshops:
  - Transition to School Workshop (Adults and Dislocated Workers)
  - Career Exploration Workshop and turn in a copy of your assessment summary (Youth)
2. Career assessments and counseling must support your training/degree choice by showing that it is a good fit with your interests, values, abilities, goals, and needs.
3. Provide college entrance test results and/or college transcript documenting that you are ready for college level coursework.
4. Provide a letter from the school stating that you have been accepted into the program/major and the start date of training.
5. Apply for federal financial aid annually and provide a copy of your financial aid award letter.
6. Have a valid plan for meeting household expenses while in school without working fulltime.
7. The college's placement report should show that at least a 70% of recent graduates were hired in positions related to their degree
8. The majority of the training must occur in a classroom setting. Degrees that are 100% or primarily on-line will not be approved.
9. Labor market research must show that this occupation/industry is projected to have average or above average growth.
10. The wages of the occupation must be sufficient to meet your financial needs upon graduation, and high enough to justify the time and expense of training.
11. Submit a "Long-term Training Proposal" packet at least 1 month before training starts which documents that all of the above criteria have been met.

### **Requirements While In Long-Term Training**

1. Sufficient credit hours to finish the approved course of study within the timeframe established under the approved training plan.

2. Maintain at least a 2.0/ C grade point average (GPA).
3. Submit grades to your Counselor at the end of each semester.
4. Maintain satisfactory progress throughout training so that the established graduation date is achieved.
5. Contact your counselor immediately if issues arise that may postpone graduation to explain those issues, discuss solutions, and determine if an extension can be granted. (Multiple extensions of graduation dates are not typically approved.)
6. Enroll only in classes required for the degree/diploma agreed upon in your plan.
7. Submit fee statements and book requests to your Counselor at least 2 weeks prior to the start of each semester. Current funding can be used only for tuition, fees, and books. Tools, uniforms, supplies are the student's responsibility.
8. Apply for financial aid at least 2 months prior to the start of each school year and provide your Counselor with a copy of your financial aid award letter every year.
9. Update and sign an Individual Training Account, Employment Plan, Budget form and Release of Information at the beginning of every school year.
10. Seek and/or accept only jobs that are temporary/seasonal. Talk to your Counselor if you need an exception to this rule.
11. Attend meetings and appointments with your Counselor as scheduled/requested.
12. Respond promptly to emails and calls from your Counselor.
13. Inform your counselor immediately if you drop, withdraw from, or fail a class.
14. The program can grant a one-time leniency to pay for one re-take class if the participant has explained the circumstances that caused him/her to fail or withdraw and the counselor is satisfied that the issues that caused him/her to not complete the class have been resolved. Be aware of your school's deadlines for dropping classes so that fees are not paid for dropped classes.
15. Upon graduation, provide your Counselor with documentation from the school of the degree/credential awarded.
16. If your occupation requires licensing, you must commit to acquiring that license as soon as possible and provide a copy of the license to your Counselor. Required testing and licensing fees may be reimbursed if testing is completed and occupational license is awarded within 60 days of graduation.

*Exceptions to these requirements are considered on an individual basis upon the request of the participant. Failure to meet these requirements may result in probation, suspension, or termination of your LTT training plan.*

**Requirements Upon Completion of Long-Term Training**

1. Meet with your Counselor within one month of graduation to develop a job search plan.
2. Follow your plan & counselor recommendations until you start a fulltime job in your field.
3. Provide your counselor with your new employer's name, your job title, wage, & start date.
4. Cooperate with quarterly post-placement follow-up for the first year on your new job.

**ANOKA COUNTY JOB TRAINING CENTER  
INDIVIDUAL TRAINING ACCOUNT**

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

Date: \_\_\_\_\_

WF1 ID # \_\_\_\_\_

School Attending: \_\_\_\_\_

Program /Major: \_\_\_\_\_

Credential: \_\_\_\_\_

ITA Expiration Date: \_\_\_\_\_

ITA Maximum Funding Amount: \$ \_\_\_\_\_

- I have read and fully understand the Anoka County Job Training Center Long-Term Training Policy.

- I understand that demand for services and budget changes may affect funding availability.
- I understand that I may review my ITA balance upon request by contacting my counselor.

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Customer signature	Date	Counselor Signature	Date
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