Trade Adjustment Assistance Roundtable Virtual Tour
Spring 2021: Training Applications
Virtual Session Housekeeping

- As you are able to, please familiarize yourself with the Microsoft Teams features: chat box, raise your hand, mute, and video.
- Please mute your microphone and turn your video camera off.
- If you have questions, please type them into the chat during the presentation or hold your questions to the end of the presentation.
Welcome to the TAA Roundtable Virtual Tour
April 2021

While we are waiting for others to join, please enter your full name, your agency name and how many years experience you have working with TAA into the chat box.
Introductions

TAA Staff

• Sarah Saito, TAA Supervisor
• Olajide Williams, TAA Specialist Senior
• Tamika Brewer, TAA Specialist Senior
• Thomas Sommer, TAA Performance Specialist
• Jackie Umlauf, TAA Specialist (follow-up)
• Claudette Parchment-Roehrich, TAA Specialist
• Mohamed Farah, TAA Specialist
• Jennifer Anderson, TAA Specialist
• Laurie Larson, TAA Specialist
• Ann Malz, TAA Specialist
• Meg Odanga, TAA Specialist
• Hony Yang, TAA Specialist
• Marla Beaty, Senior Rapid Response Project Manager & TAA Liaison
• Nancy Omondi, Director of Adult Programs
Trade Adjustment Assistance Roundtable Virtual Tour
Spring 2021:
Training Applications
TAA Benefits: Training

- School Based
  - Credentialed Training

- Employer Based
  - On-the-Job Training (OJT)
  - Apprenticeship
Credentialed Training

Training through an institution, approved by Minnesota TAA, that results in an industry-recognized credential, such as:

- License
- Certificate
- Diploma
- Associate’s Degree
- Bachelor’s Degree
- Master’s Degree
Credentialed Training

• TAA funded training may be:
  – Part-time or Full-time
  – Short-term or Long-term

• Training may occur:
  – In a classroom
  – Online
  – Combination of both
Credentialed Training Funding

• Training is funded 100% by TAA
  – Tuition, fees, and required textbooks
  – Parking passes
  – Required items and tools
  – Computer hardware and required software
  – Mileage reimbursement if traveling more than 15 miles one way from home to training (reimbursement starts at mile 16)
  – Internet Reimbursement
Credentialed Training Funding

- $16,000 per year (soft cap under review)
- Up to 130 training weeks
  - Training weeks are not calendar weeks; training weeks are only counted when the individual is actually attending classes
  - Actual training weeks vary for each institution
  - Credential must be earned within 130 training weeks
Major changes for Minnesota

- When reviewing training options, consider:
  1. Program with the soonest training end date,
  2. Followed by cost,
     - Good faith estimate needs to include ALL associated costs (training, internet, supplemental assistance, etc.)
  3. Then local area
Credentialed Training and Financial Aid

- Individuals receiving TAA funded training are encouraged to apply for Financial Aid
  - Grants and Scholarships are for your own use
Applications

• TAA Applications/forms & Policies can be found here: https://mn.gov/deed/programs-services/dislocated-worker/counselors/

• Submit all applications and questions to: DEED.TAA@state.mn.us

• Applications must be sent to TAA:
  – 2 weeks before training start date
From Development to Determination

TAA Training Plan Flow

Dislocated Worker Counselor and Customer develop TAA training plan

DW Counselor emails training plan to TAA’s general mailbox

TAA Specialist reviews training plan

TAA requests missing information or clarification, if needed, from DW (may include Customer)

DW provides missing information and/or clarification to TAA Specialist

TAA makes determination (approves or denies plan)

TAA communicates determination to DW Counselor and Customer via email
Training Application Process

- Send to DEED.TAA@state.mn.us

- Customer MUST be enrolled with DW in WF1 and an active plan must show up in WF1

- Only submit application when the application is complete (no blank spaces) and all checklist documents are attached

- Applications must be sent at least 2 wks before the training start date

- TAA will respond within 3 days

- TAA will request clarifications or additional documents if needed

- Once approved a detailed letter is sent to customer with CC to DW

- A 2nd email is sent to TRA along with copy of application
TRADE ADJUSTMENT ASSISTANCE

TRAINING APPLICATION

What law? (Check one year only): 2002 [ ] 2009 [ ] 2011 [ ] 2015 [ ]

CUSTOMER INFORMATION

Name (First Mi Last): Chris T Deed
Home Address (Street, City, State, Zip Code): 123 Friendly St Austin, MN 55912
Preferred Phone: 851-123-1234 Email: Chris.deed@gmail.com
Date of Birth (mm/dd/yy): 10/21/1962 WF1 ID: 123456789 DW Enrollment Date: 09/10/2019
Certified Employer Name and/or Employment Agency/Contractor: 1902 Brothers
Employment Start Date (mm/dd/yy): 05/01/2011 Employment End Date (mm/dd/yy): 07/07/2019
Petition Number: 92016 Certification Date: 09/18/2019 Impact Date: 06/04/2019 Expiration Date: 09/18/2021

DISLOCATED WORKER COUNSELOR INFORMATION

Counselor Name: Sally Counselor Agency Name: JobHelp
Email Address: Sally@jobhelp.com Phone Number: 281-444-4444

TRADE READJUSTMENT ALLOWANCE

1. Check one statement below that indicates your current employment status.
   - [ ] I am laid off from the certified employer.
   - [ ] I am still working for the certified employer but am at risk of layoff or have a scheduled layoff date.
   - [ ] I am still working for the certified employer and my hours have been cut.
   - [ ] I quit working for the certified employer.
   - [ ] I was discharged from the certified employer.

2. Date of the first layoff after the impact date (layoff of 7 days or more (mm/dd/yy)): 07/07/2019

3. Date of last layoff from employer (mm/dd/yy): 07/07/2019

4. During the 52 weeks prior to your final layoff, how many weeks did you work and earn $30.00 or more? 52

5. If fewer than 26 weeks, did you receive Worker’s Compensation, vacation leave, sick leave, medical leave, FMLA, jury duty, or any other employer authorized leave? Yes [x] No [ ]
   If yes, how many weeks of employer authorized leave did you receive?

6. Do you work for any other employer? Yes [ ] No [x] If yes, complete the following:
   a) Employer Name and Address:
      Reason for Separation:
      Employment Start and End Dates:
   b) Employer Name and Address:
      Reason for Separation:
      Employment Start and End Dates:
   c) Employer Name and Address:
      Reason for Separation:
      Employment Start and End Dates:
DATA PRIVACY AUTHORIZATION

The information you provide will be used by the Trade Adjustment Assistance Program to determine your eligibility for a Trade Act weekly wage subsidy.

United States Code Title 42 section 1320b-7 requires that Applicants provide their social security number to be eligible for unemployment benefits. Incomplete applications cannot be processed.

Information you or your employer provide to the Unemployment Insurance Program is classified as private under Minnesota law. It cannot be disclosed without your written permission except as specified in state or federal law. Below is a partial list of agencies that may obtain information you provide the Unemployment Insurance Program.

Child Support Enforcement Agencies          Federal and State Law Enforcement          Internal revenue Service
Minnesota Department of Revenue          Social Security Administration           State and Local Public Assistance Agencies
Unemployment Insurance Programs in other States U.S. Immigration and Customs Enforcement

Minnesota Statute 268.19 has the complete list of agencies that may obtain your information from the Unemployment Insurance Program. Information you provided may be verified with these agencies through electronic matching.

*I have read and understand the above. Please check this box. [✓]

EMPLOYMENT HISTORY

Job Title at the Certified Employer: Bookkeeper

Base Salary (Hourly/Annual): $19.10  Years worked in this job: 8

Job Duties and Skills: Computed and recorded financial data.

Certifications, Licenses, Degrees, and/or other Credentials: None

Highest Level of Education: GED  Field(s) of Study:

Labor Market Information (LMI): “Career and Education Explorer” at https://apps.deed.state.mn.us/lli/cpt/Search – use regional information based on the location of the TAA certified employer. If regional information shows "N/A" then statewide statistics may be used. TAA only needs two pages “Wage” and “Demand” statistics – Attach both pages to training plan.

Current LMI for Trade Affected Job (%): -3.5% SE region  Median Wage for Trade Affected Job: $ 20.05 SE region
Work Search Section

- Work search should be within the past 6 months
- Jobs should be similar to layoff employment
- Comment section should provide detail

<table>
<thead>
<tr>
<th>Date Applied (mm/dd/yy)</th>
<th>Company Name</th>
<th>Job Title Applied For</th>
<th>Wage</th>
<th>Contact Person Name</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2020</td>
<td>Friendly Finance</td>
<td>Bookkeeper</td>
<td>$16/HR</td>
<td>Sally Smith</td>
<td>Interviewed-not offered job</td>
</tr>
<tr>
<td>10/5/2020</td>
<td>US Bank</td>
<td>Teller</td>
<td>$14/HR</td>
<td>Human Resources</td>
<td>Applied-no response</td>
</tr>
<tr>
<td>9/24/2020</td>
<td>Johnson Trucking</td>
<td>Office Assistant</td>
<td>not listed</td>
<td>Human Resources</td>
<td>Offered job-pay was too low, no insurance</td>
</tr>
<tr>
<td>8/16/2020</td>
<td>Metro Machinery</td>
<td>Account Clerk</td>
<td>$18/hr</td>
<td>George Jones</td>
<td>Applied-no response</td>
</tr>
<tr>
<td>8/16/2020</td>
<td>Tax Specialist</td>
<td>Tax Preparer</td>
<td>not listed</td>
<td>None listed</td>
<td>Applied-no response</td>
</tr>
</tbody>
</table>
# Future Employment Outlook

**Employment Goal:** Nurse-LPN  
**Employment Goal Job Code:** 29-2061

**Required Credential for Future Employment:** Post-secondary non-degree award and license

**Labor Market Information (LMI):** Use “Career and Education Explorer” at [https://apps.deed.state.mn.us/lmi/cpt/Search](https://apps.deed.state.mn.us/lmi/cpt/Search) to provide two pages of LMI data: "Wage" and "Demand" for the local region - Attach both pages to training plan.

For relocation within the US, send data for location where customer plans to relocate.

**Current LMI for Employment Goal (%):** + 10.2% SE region  
**Median Wage for Employment Goal:** $23.27 SE region

**Do you have prior experience in this occupation?** Yes [✓] No [ ]  
If yes, explain; if No, explain why you are interested: Worked as a bookkeeper in a nursing home

**Is the future employment salary at least 80% of your trade impacted salary?** Yes [✓] No [ ]  
If No, explain why you chose this occupation:
Count training weeks by term; use academic calendars for the school (ie: Spring =17 weeks, Summer =8-12 weeks)

Provide documents that support all proposed costs
Mileage reimbursement starts after mile 15
Map should be Google map showing all route options. TAA pays based on shortest distance
Private school requires Choice of Training worksheet

YOU WILL NEED PRE-APPROVAL BEFORE ANY PURCHASE RELATED TO TRAINING.

Are you taking at least one online course? Yes ☑ No ☐ If yes, will you need assistance paying internet costs? Yes ☑ No ☐

Will you need to travel more than 15 miles one way to attend training? Yes ☐ No ☑ If Yes, please include a map showing the distance from your home to school. TAA will assist with mileage beyond the commuting area (15 miles one way).

For the purpose of training, do you intend to maintain a second residence? Yes ☐ No ☑ If Yes, please attach a map showing the distance from your home to school and proof for cost of residence and meal plan (if applicable).

Is the training institution a public school? Yes ☐ No ☑ If the training institution is not a public school, please complete the "Choice of Institutions Justification Worksheet" found here: https://mn.gov/deed/programs-services/dislocated-worker/counselors/forms/ Most public schools have lower tuition and need to be considered first.

Provide additional reasons why you need to enter training: I really like working with people; my mom was a nurse, and I've volunteered at a local nursing home.
Choice of Training Institutions Justification Worksheet

Per CFR 618.610 Trade Adjustment Assistance (TAA) customers must meet certain eligibility criteria related to the choice of training institution. Customers should do a comprehensive comparison of all available school programs for the training they seek. Approval is based on the following in this order. Please make a check mark in all boxes that apply:

☐ Shortest training completion (Criterion 6)
   Customers should seek the soonest available training and training that results in the soonest training end date.

☐ Available at a reasonable cost (Criterion 4 and 6)
   Customers should select training that is available at a reasonable cost in comparison to other similar training programs. A higher cost training may be considered if the completion date of training is sooner than other programs at a lower cost.

☐ Is within the local commuting area (Criterion 4)
   Customers should select training that is within their local commuting area (15 miles one-way) unless the training can be completed in a sooner timeframe or is available at a lower cost than local training.

Please enter the information below for at least 3 school comparisons.

<table>
<thead>
<tr>
<th>School</th>
<th>Program</th>
<th>Start date</th>
<th>End date</th>
<th>Total credits</th>
<th>Cost per Credit</th>
<th>Total cost</th>
<th>Miles (one-way)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

***Please note: TAA staff may perform additional research and request additional information about training options to ensure the Six Criteria for Approval are appropriately documented. An academic plan showing which courses will be taken each term until completion may be requested."
Future Employment

“Credential Needed” - should match the training being requested

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Job Title</th>
<th>Credential Needed</th>
<th>Experience Needed</th>
<th>Base Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Medical Center</td>
<td>LPN Nurse</td>
<td>LPN license</td>
<td>1 yr</td>
<td>$23.50</td>
</tr>
<tr>
<td>Cedars of Austin</td>
<td>LPN Nurse</td>
<td>LPN license</td>
<td>6 months</td>
<td>$22.00</td>
</tr>
<tr>
<td>Mower County WIC</td>
<td>LPN Nurse</td>
<td>LPN license</td>
<td>2 yrs</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

09/23/2019
Do not write “Will not need TRA”-must answer question as if customer would be getting TRA
Dislocated Worker Counselor: I have discussed the possibility of TRA benefits exhausting and this Customer has a solid plan in place to support themselves without these benefits. Please initial here: SC

CHECKLIST

Please review the application and make sure all fields are complete. Your application will be returned if you do not answer all questions. Please check and submit the following documents along with your application:

1. Training acceptance letter or a copy of your current class schedule.
2. List of program courses, required remedial and/or prerequisite courses, if applicable.
3. Cost of training document from the training institution, including required tools and supplies, if applicable.
4. Choice of training institutions worksheet, if applicable.
5. List of required tools, supplies, uniforms, and other expenses for your program on school letterhead, if applicable.
7. If traveling more than 15 miles, include a map showing the distance from your home to the training institution.
8. Resume uploaded and printed from MinnesotaWorks.
9. A signed and dated employment plan. (DW Counselors, this also needs to be documented in WF1 under Plan.)
10. A copy of a completed standardized assessment.
11. A Waiver of Training form, if applicable.

TAA POLICIES

You must read each policy listed below and check each box. Checking the box means you understand the policy, what is required of you, and what the implications are of not following policy requirements.

- One-Time Poor Performance: https://apps.deed.state.mn.us/ddd/PolicyDetail.aspx?pol=400
- Tools and Supplies: https://apps.deed.state.mn.us/ddd/PolicyDetail.aspx?pol=320
- Choice of Training Institutions: https://apps.deed.state.mn.us/ddd/PolicyDetail.aspx?pol=178
- Computers and High Technology Tools: https://apps.deed.state.mn.us/ddd/PolicyDetail.aspx?pol=325
Trade Adjustment Assistance

CUSTOMER RESPONSIBILITIES

By checking each box, you understand your responsibility and what the implications are if you fail to comply with each responsibility.

- I must maintain contact with my Dislocated Worker Counselor every 30 days, or per counselor instructions. □
- I must submit progress reports to my DW Counselor every 60 days while in TAA approved training. □
- I must provide my class schedule and grades to my Dislocated Worker Counselor every term. □
- I must provide a copy of the credential I receive at the end of my training to my Dislocated Worker Counselor. □
- I must notify and provide employment details to my Dislocated Worker counselor when I secure employment. □
- Failing to do any of the above may result in termination of my TAA benefits, cancellation of my Trade Readjustment Allowance (TRA) and may result in an overpayment charge for TAA/TRA benefits already received. □
- I will only be reimbursed for expenses that meet TAA requirements and are pre-approved. □
- All equipment, tools, computer, and supplies purchased by the Minnesota Department of Employment and Economic Development (DEED) are for my use only and I am responsible for their reasonable use and care. □

VENDOR REGISTRATION

Pre-Approved purchases can only be reimbursed if you are registered with the State of Minnesota as a vendor.

Should you choose to take this step at this time, it will expedite payments for such items as mileage, required tools, required textbooks, technology, or relocation. To register as a vendor go to the following site:

https://supplier.swift.state.mn.us/ssp/fmssuppapp/supplier/ERP/n/?tab=SUP_GUEST. Once you have received your vendor ID, please print or type here: V1234567

SIGNATURES

Before signing the training application, review the following statements and check each box:

- I understand that by signing this application I authorize the release of my student records, contact information, transcripts, and copies of any certification and/or credentials received to the TAA Unit from both the training institution and the Dislocated Worker Program. This authorization is good for one year following the end date of training. By checking this box I am assuring that TAA will provide credential-based training funds for my training plan once approved. □
- I prefer to receive all required notices, determinations, and decisions by email, rather than by mail. I may change this preference at any time by informing TAA in writing. □
- I understand that I am responsible for keeping TAA informed of my current email and mailing address (if I have chosen to receive communications by mail). This obligation continues for two years after I am no longer enrolled in TAA or receiving benefits, because determinations affecting my eligibility could be issued during that period. If I fail to keep TAA updated about my email or mailing address, I could miss important appeal deadlines. □
- I understand that there are penalties for wilful misrepresentation made to obtain benefits I am not entitled to. □

Customer Signature: ___________________________ Date: __________

Dislocated Worker Counselor— I have reviewed the application and recommend that the training be approved.

Dislocated Worker Counselor Signature: ___________________________ Date: __________

TAA Specialist— I approve the request for training.

TAA Specialist Signature: ___________________________ Date: __________
SIX ELIGIBILITY CRITERIA

A training request can be approved if a Customer meets all six criteria. DW Counselors, please carefully review these criteria with the Customer. (These items are subject to monitoring in both the Dislocated Worker and Trade Adjustment Assistance Programs.)

1. There is no employment available that is similar to or better than your previous position.
2. You would benefit from training.
3. It is reasonable to expect that you will be employed following completion of training.
4. The training is available.
5. You are qualified to undertake the training.
6. The training is suitable for you and available at a reasonable cost.

EIGHT CASE MANAGEMENT SERVICES

All Customers participating in the Trade Adjustment Assistance program must be notified of all eight case management services available to them. (These items are subject to monitoring in both the Dislocated Worker and Trade Adjustment Assistance Programs.) DW Counselors please initial and date each of the eight services once you have discussed with the Customer.

1. Comprehensive and specialized assessment of skill and interest levels including (a) diagnostic testing and use of other assessment tools; and (b) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals: 09/18/2019 SC

2. Development of an individual employment plan (IEP) or (ISP) to identify employment goals and objectives, and appropriate training to achieve those goals and objectives: 09/18/2019 SC

3. Information on training available in local and regional areas, individual counseling to determine which training is suitable, and how to apply for such training: 09/18/2019 SC

4. Information on how to apply for financial aid through FAFSA (per section 402 F of the Higher Education Act of 1965) if applicable: 09/18/2019 SC

5. Workshops, including development of learning skills, communication skills, interviewing skills, punctuality, personal hygiene, and professional conduct to prepare individuals for employment or training: 09/18/2019 SC

6. Individual career counseling, including job search during and after the period in which the individual is receiving training: 09/18/2019 SC

7. Labor Market Information (LMI) relating to local, regional, and national labor market areas, including job listings in such labor market areas; information on job skills necessary to obtain job identified in job listings; and earnings potential of such occupations: 09/18/2019 SC

8. Information relating to the availability of support services, including services relating to child care, transportation, dependent care, housing assistance, and needs-related payments that are necessary to enable an individual to participate in training: 09/18/2019 SC

SIGNATURES

Customer – My Dislocated Worker Counselor has shared all eight case management services with me and has discussed the six eligibility criteria.

Signature / Date: ____________________________

Dislocated Worker Counselor – I have notified the Customer of all eight case management services available to them and have discussed the six eligibility criteria.

Signature / Date: ____________________________
Six Criteria to Approve a Training Application

1. There is no suitable employment available to the customer
   - LMI of 5% or less along with justification from work search section. Request additional research from the regional LMI Analyst, if needed.

2. The customer will benefit from appropriate training
   - Discuss skill gaps, outdated credentials or lack of credentials, use assessments.

3. There is reasonable expectation of employment following training
   - LMI of 5% or more; Request additional research from the regional LMI Analyst, if needed
Six Criteria to Approve a Training Application

4. Training is reasonably available to the customer
   - Local public schools

5. The customer is qualified to undertake and complete training
   - Do they meet minimum requirements; have needed work hours, past education, etc

6. Training is suitable for the worker and available at a reasonable cost
   - List of schools in region with available programming – preferably public or nonprofit institutions.
Application Supporting Documents
Labor Market Information (LMI)

- Accurate labor market information for TAA training applications is vital to TAA staff approving applications.
- All LMI should be regional and from the following State of Minnesota link:
  - [https://apps.deed.state.mn.us/lmi/cpt/search](https://apps.deed.state.mn.us/lmi/cpt/search)
LMI Quick Facts

1. LMI should identify the “best” occupation title available matching the customer’s previous job.
2. New job LMI needs to directly align with the customer’s employment goal.
3. TAA cannot accept LMI for “All others”.
4. Only submit 4 pages of LMI (2 pages for the previous job and 2 pages for the new job).
## Labor Market Information - LMI

### Career and Education Explorer

#### Explore Careers - Demand

- **Overview**
- **Wages**
- **Demand**
- **Education**
- **On the Job**
- **Apply for Jobs**
- **Print All**

#### You have selected

- Bookkeeping, Accounting, and Auditing Clerks — 43-3031
- **EDR 10 - Southeast** (includes these counties: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona)

#### Current demand

<table>
<thead>
<tr>
<th>Region</th>
<th>Demand Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDR 10 - Southeast</td>
<td>★★★★★ High</td>
</tr>
<tr>
<td>Minnesota</td>
<td>★★★★★ High</td>
</tr>
</tbody>
</table>

#### Projected openings

<table>
<thead>
<tr>
<th>Region</th>
<th>Projected Employment - 2020</th>
<th>1-Year Openings</th>
<th>10-Year Growth</th>
<th>10-Year Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDR 10 - Southeast</td>
<td>N/A</td>
<td>N/A</td>
<td>-3.5%</td>
<td>2,808</td>
</tr>
<tr>
<td>Minnesota</td>
<td>-0.2%</td>
<td>3,675</td>
<td>-2.8%</td>
<td>37,949</td>
</tr>
</tbody>
</table>
**Career and Education Explorer**

**Explore Careers - Wages**

You have selected

- Bookkeeping, Accounting, and Auditing Clerks -- 43-3031
- EDR 10 - Southeast (includes these counties: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona)

**Hourly wages - 10 percent of jobs pay less than the 10th percentile and so on**

<table>
<thead>
<tr>
<th>Region</th>
<th>10th Percentile</th>
<th>25th Percentile</th>
<th>Median</th>
<th>75th Percentile</th>
<th>90th Percentile</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDR 10 - Southeast</td>
<td>$12.41/hr</td>
<td>$16.55/hr</td>
<td>$20.05/hr</td>
<td>$24.17/hr</td>
<td>$28.63/hr</td>
</tr>
<tr>
<td>Minnesota</td>
<td>$13.59/hr</td>
<td>$17.34/hr</td>
<td>$21.54/hr</td>
<td>$25.73/hr</td>
<td>$30.51/hr</td>
</tr>
<tr>
<td>Us</td>
<td>$12.59/hr</td>
<td>$16.06/hr</td>
<td>$20.06/hr</td>
<td>$25.00/hr</td>
<td>$30.37/hr</td>
</tr>
</tbody>
</table>
List of Program Courses

NURSING (LPN TRACK)
DIPLOMA, 39 CREDITS

The Practical Nursing Program at Riverland Community College is approved by the Minnesota Board of Nursing. Graduates of the Practical Nursing Program will integrate general education, including science coursework, with the discipline of nursing coursework (PNUR) as the basis for nursing practice and ongoing life-long learning.

The Practical Nursing Program will prepare the student with the knowledge, skills, and values of a practical nurse (PN) for entry-level practice. The student will then be eligible to take the licensing examination for the licensed practical nurse (NCLEX-PN). The student is eligible to enter practice when licensed and/or may apply to the MANE A.S. Degree/BSN program with advanced standing in following years.

Licensed practical and licensed vocational nurses typically do the following:

Source: Bureau of Labor Statistics

- Monitor patients’ health—for example, by checking their blood pressure
- Administer basic patient care, including changing bandages and inserting catheters
- Provide for the basic comfort of patients, such as helping them bathe or dress
- Discuss the care they are providing with patients and listen to their concerns
- Report patients’ status and concerns to registered nurses and doctors
- Keep records on patients’ health

Prerequisites (10 credits)

- Student must be active on a CNA registry.
- BIOL1030 Human Biology (Goal 2 & 3) 3 CR
- ENGL1101 Composition I (Goal 1 & 2) 3 CR
- PSYC1240 Developmental Psychology (Goal 5 & 9) 3 CR
- Elective Credit 1 CR

Required Core Courses (29 credits)

- PNUR110 Foundations of Practical Nursing 6 CR
- PNUR120 Nursing Care of Older Adults 3 CR
- PNUR130 Pharmacology 3 CR
- PNUR140 Clinical I 3 CR
- PNUR150 Nursing Care of Adults 4 CR
- PNUR160 Nursing Care of Women/Newborns/Children 3 CR
- PNUR170 Transition to Practice 1 CR
- PNUR180 Psychosocial Nursing Care 1 CR
- PNUR190 Clinical II 5 CR

Location: Austin. Clinicals: Albert Lea, Austin and Owatonna
Program Starts: Full-time option (Fall); Part-time option (Spring)
Course Plan: Full-time option (3 semesters); Part-time option (4 semesters)
Faculty: Laura Beasley Kristin Ansorge Kara Delafosse Jane Mckinley Judy Thurnau Pat Parsons Laura Beasley Kristin Ansorge Barbara Dyvig Pat Parsons
Map example-Google-show all routes
# Tuition & Fees

## 2020-2021 Tuition & Fee Rates

<table>
<thead>
<tr>
<th></th>
<th>Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Residents</td>
<td>$196.79</td>
</tr>
<tr>
<td>Online Students</td>
<td>$223.79</td>
</tr>
<tr>
<td>Iowa/Wisconsin/North Dakota/South Dakota residents</td>
<td>$196.79</td>
</tr>
<tr>
<td>Senior Citizen (62+)</td>
<td>$34.39</td>
</tr>
</tbody>
</table>

## Programs with differential tuition

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate per Credit</th>
<th>Fees Rate per Credit</th>
<th>Total Rate per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Study</td>
<td>$205.53</td>
<td>$22.16</td>
<td>$227.69</td>
</tr>
<tr>
<td>Private Voice Lessons</td>
<td>$200.38</td>
<td>$22.16</td>
<td>$222.54</td>
</tr>
<tr>
<td>Nursing</td>
<td>$220.98</td>
<td>$22.16</td>
<td>$243.14</td>
</tr>
<tr>
<td>Radiography</td>
<td>$215.37</td>
<td>$22.16</td>
<td>$237.53</td>
</tr>
<tr>
<td>Chemistry</td>
<td>$177.85</td>
<td>$22.16</td>
<td>$200.01</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>$184.93</td>
<td>$22.16</td>
<td>$207.09</td>
</tr>
<tr>
<td>Truck Driving</td>
<td>$277.63</td>
<td>$22.16</td>
<td>$299.79</td>
</tr>
<tr>
<td>Agricultural Science</td>
<td>$184.93</td>
<td>$22.16</td>
<td>$207.09</td>
</tr>
</tbody>
</table>
Cost of Training Documents

Nursing (LPN Track)

Book Prices (estimated cost) - 2 Options

- E-Books (electronic format) - $250.00
- Print Books with Workbooks (workbooks are optional) - $427.00

NCLEX Preparation Books (estimated cost)

- ATI Books - $1200

Uniforms

- $75 approximate cost. This includes embroidery, scrub top and bottom, and shipping

Other

- Stethoscope $50-$150 approximate cost
Exam Costs

LICENSURE BY EXAMINATION APPLICATION INSTRUCTIONS

GENERAL INFORMATION

☐ Submit an application for licensure by examination and fees. The application fee is $105.00 and the Criminal Background Check fee is $33.25. The total due is $138.25 in the form of a money order or cashier’s check made payable to the Minnesota Board of Nursing. Fees are non-refundable. The application packet may be downloaded from the Minnesota Board of Nursing website.
Assessments

- TAA requires a standardized assessment with TAA training applications

- All assessments should point toward the customer’s employment goal

- TAA can pay for assessments

- TAA offers the COPS, CAPS, COPES free of charge to customers: send your customer’s email address to the general TAA mailbox
COPSystem

Name: Sarah  
Date Completed: 10/4/2019

Interests (COPS)

Your interest profile is plotted below. A percentile number is printed inside the bars. Each number shows your approximate position on each scale as compared to other people at your educational level who have taken the COPS. If your score is near 50, about half (50%) of others fall below you. The higher your score the greater your interest is compared to others. Read More »

COPS Interest Inventory

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Professional</td>
<td>8</td>
</tr>
<tr>
<td>Science Skilled</td>
<td>12</td>
</tr>
<tr>
<td>Technology Professional</td>
<td>5</td>
</tr>
<tr>
<td>Technology Skilled</td>
<td>3</td>
</tr>
<tr>
<td>Consumer Economics</td>
<td>7</td>
</tr>
<tr>
<td>Outdoor</td>
<td>13</td>
</tr>
<tr>
<td>Business Professional</td>
<td>16</td>
</tr>
<tr>
<td>Business Skilled</td>
<td>12</td>
</tr>
<tr>
<td>Clerical</td>
<td>15</td>
</tr>
<tr>
<td>Communication</td>
<td>11</td>
</tr>
<tr>
<td>Arts Professional</td>
<td>12</td>
</tr>
<tr>
<td>Arts Skilled</td>
<td>15</td>
</tr>
<tr>
<td>Service Professional</td>
<td>23</td>
</tr>
<tr>
<td>Service Skilled</td>
<td>11</td>
</tr>
</tbody>
</table>

Your Highest Career Groups on the COPS are:

Outdoor; Business Professional; Service Professional;
Performance Requirements
Failure to comply will jeopardize TAA / TRA benefits

• Contact the Dislocated Worker Counselor every 30 days or as instructed

• Submit the following:
  – Official class schedule before beginning of each term
  – Training Progress Report
    • Completed every 60 days, regardless of scheduled breaks, through the end of training
  – Grades at the end of each term
  – Copy of credential after end of training
Computers and Tools

- TAA will send customer a technology application after training plan approval, if not submitted with application and good faith estimate includes technology.

- A copy of the school’s technology requirements must be attached.

- A tool list should be included with application, or as soon as it’s available.

- A tool quote will be required for TAA to order tools (but not required with initial application).

- Computer is ordered 2 wks prior to training start; tools are ordered 4 wks prior to training start.
Acceptable TAA Expenses

• Training
  – Required textbooks (TAA does not cover textbooks/supplies listed as “optional” or “recommended”)
  – Required tools (requires tool list, vendor quote, and TAA preapproval)
  – Required non-textbooks items with TAA pre-approval
  – Uniforms: Must be required and have TAA pre-approval prior to purchase. Limit of 3
Contact us!

• Minnesota TAA Program
  – Email: DEED.TAA@state.mn.us
  – Applications: www.mn.gov/deed/taa
  – Phone: 651-259-7543, 1-888-234-1330
  – Fax: 651-296-0288

• Minnesota TRA Unit
  – Email: DEED.TRA@state.mn.us
  – Phone: (ask for a TRA Specialist) 651-296-3644, 1-877-898-9090

• TAA in other states:
  www.doleta.gov/tradeact
Wrap-Up

• Final Questions
• Watch for a survey via email soon
• CEU’s are not being issued from the Department of Education any longer for training they do not host directly; Certificates of Completion will be sent to all attendees via email
• Thanks for attending!