

TAA Roundtable – Training Progress Report

The Training Progress Report (TPR) is considered a benchmark. It is a document that is **required** to be completed by academic faculty and submitted to the DW counselor for a final signature before being sent to the TAA Specialist for review. This process should be completed **EVERY 60 calendar days** from the start of a customer's training until the end of training, regardless of training breaks.

The TPR is a one page form that documents the customer's training progress, participation/attendance and if the customer is on track to complete training per their approved TAA training plan.

The form has a section for the customer's **advisor** (or other school official/registrar) to complete and for **instructors** to complete. The TPR must contain accurate and complete information including:

- Correct training end date
- Answers to all 4 questions in the advisor section before submitting to DW
- Instructor signatures (no typed signatures)
- Instructor responses to progress and attendance questions (cannot be N/A or blank)

The 60 days is reset each time from the **date the school official signs** the form.

Example:

- Training begins 8/26/19, so the first TPR is due by 10/26/19 (60 days)
- The school official's signature is 10/21/19 and DW receives it, signs it 11/1/19, and then sends it to the TAA Specialist
- The form is now due 60 days from the school signature of 10/21/19 and would next be due 12/21/19

When a TAA training plan is approved, TAA encourages the DW counselors to go over what is required from the customer and to stress the importance of completing TPRs by their due date so they remain compliant and do not put their TRA (unemployment benefits) and or travel benefits at risk.

The customer should fix the following TPR errors before submitting the form:

- No training end date
- Incorrect or blank responses in the advisor section
- Any questions that are blank, state N/A or do not answer the question

If the TPR is not received by TAA before the due date, then TAA will send a reminder email to the DW counselor that one is due or overdue. If no response or TPR after 5 to 7 days, TAA will then send a second reminder to the DW counselor and copy the TAA Specialist. If another 5 to 7 days goes by and still no response or TPR, another email is sent addressed to both DW counselor and TAA Specialist with "High Importance" and also inquire if the TAA Specialist will be contacting the client directly or sending out a noncompliance letter.

It is **NOT** a punishment to the customer nor to the DW counselor by TAA requesting this required form. It is a **BENEFIT** to the customer as they may be eligible to receive up to 13 weeks of "Completion TRA" after their Additional TRA is exhausted if they are still in training, and all TPRs/benchmarks have been received.

TPR and Summer Semester:

- A customer who completes their spring semester of training and is returning in the fall, but not attending summer classes will still be expected to submit a TPR. **The TPR is STILL required every 60 calendar days.**
- TAA recognizes there will be no instructor signatures as they are not in class, but a school official, registrar, or advisor should complete the top portion (answer questions and sign and date) along with completing the instructor section stating “break in training” or “not attending summer” then sign and date.
- Ideally, the student would submit the form before the school term ends, although it may be fewer than 60 days from the last TPR.
- Completing a TPR while not attending summer classes may take more effort, but it is still required.

TPR and Online Training (one class to all classes):

- Some online instructors are willing to complete the actual TPR form and return it to the customer.
- When that is not possible, obtain an email from each online instructor that the student is doing the following:
 1. Making good progress
 2. Participating regularly/engaged in training
 3. On track to complete his/her training per the training plan dates

Why aren't grades sufficient to show progress?

Grades do not capture school attendance, nor do they capture that the customer is on track to complete training per TAA Training Plan.

The TPR is a stand-alone form and is needed **in addition** to grades.

There are 365 days in a year so divide that by 60 days which equals 6.9. Therefore, **only 6 or 7 one-page documents** per year are required from a customer while in TAA approved training.

Example → TRAINING PROGRESS REPORT

While in TAA approved training you must maintain satisfactory academic standing and complete your training by the end date specified in your training plan. You are required to complete the training progress report every 60 days, or more frequently if requested by your Dislocated Worker Counselor. Send the completed form to your Dislocated Worker Counselor who will review, sign and then send to TAA.

Failure to complete the report and submit in a timely manner may result in termination of your TAA benefits, cancellation of your Trade Readjustment Allowance (TRA) and/or Health Coverage Tax Credit (HCTC) benefits.

Applicant Information		
Name (First MI Last) Mary J. Anderson	Training Plan Start Date 8/26/19	Training Plan End Date 5/21/21
Training Facility St. Cloud State University	Training Program Accounting	Petition Number 93735

Advisor			
1. Is the student maintaining satisfactory academic standing?			
YES			
2. Is the student currently enrolled full-time?			
YES			
3. Has the student dropped any classes this term?			
NO			
4. Is it possible for the student to complete their training program by the end date listed above?			
YES			
School Official Signature <i>Kim Johnson</i>	Title <i>SCSU Advisor</i>	Phone or Email <i>218-280-4417</i>	Date <i>* 10/21/19</i>

Instructors				
Have your instructor(s) complete the following:				
Class	Satisfactory Progress? (course grade of C or higher)	Is the student meeting attendance requirements?	Comments	Instructor Signature
Accounting 101	<i>yes</i>	<i>yes</i>		<i>[Signature]</i>
Statistics	<i>yes</i>	<i>yes</i>	<i>Good Student</i>	<i>C Torblac</i>
Spreadsheets	<i>yes</i>	<i>yes</i>		<i>Anna Johnson</i>

Dislocated Worker Counselor Signature	
Review the Training Progress Report, sign/date and forward to appropriate TAA Specialist.	
DW Signature <i>DW Counselor</i>	Date <i>11/1/19</i>

*NEXT TPR IS DUE 12/21/19