



REQUESTING ASSISTANCE FOR TUITION/TRAINING

The following are requirements for a WTP customer to request training/tuition assistance:

- Customer must be currently receiving cash assistance, in compliance with the program and have enough time left on their "time limits". If you are a working transitional customer you will need to provide proof of employment and have a plan on working throughout the training program.
- Complete Florida E Choices online career assessment survey (Interest Profiler, and Basic Skills Survey) on website <http://www.mynextmove.org/explore/ip>. Read the instructions on the O*Net Interest Profiler page and follow the instructions and print out the complete results, including possible careers/jobs. Your results must be submitted to your Career Counselor prior to any assistance approval.
- The short term training you select must have an expected career outcome that is on the current Targeted Occupations list for Pinellas County, and reflects your area of interest, based on E-Choices results.
- Choose a school that is on the approved CareerSource Pinellas Training Provider list and then choose a short term Vocational training program. Vocational Training is time limited to 12 months for customers receiving cash assistance. Transitional customers must have enough time left on their transitional period to complete training.
- Apply for Pell Grant on-line or at the Financial Aid Office of the school you wish to attend. Provide the Financial Aid Award letter, or a letter from the school's Financial Aid Office stating that the program is not Pell Grant eligible. Pell monies must be used first before CareerSource Pinellas training assistance.
- Some schools will require you to complete an entrance examination. If so, your results must be submitted to your Career Counselor prior to any assistance approval.
- Some Training Providers require a high school diploma or GED certificate, check into this first.
- You may also be required to complete a Test for Adult Basic Education (TABE) to confirm you have competency at the recommended levels for the training program you choose.
- Provide specific information about the training program: Enrollment Agreement, name of program, start and end dates, total estimated costs of tuition (itemized), list of required books, uniforms, supplies and materials, with estimates from vendors where these items will be purchased. (Example: Follett's Bookstore, Uniform City, etc.)
- Provide all paperwork/verification of the information needed and listed above, to your Career Counselor, for review of eligibility. Please provide all documentation or the process will be delayed or unapproved.

Please note the following:

- Tuition/training assistance requests are subjected to an approval process. Please allow up to 10 business days for CareerSource Pinellas to respond.
- CareerSource Pinellas tuition assistance is not guaranteed and is subject to availability of funds and customer eligibility/suitability for training.