

# LINN COUNTY WORKFORCE TRAINING APPLICATION

Financial assistance of up to **\$2,500** can only be provided for tuition; books and supplies; and testing/licensing fees that are part of the completion of the training program. Application is due **April 15, 2019**.

**You must be 18 years of age and enrolled into WorkSource Willamette by the start date of the training program to receive funding.** This application is in partnership with Linn Benton Community College, Community Services Consortium, and the Pipeline.

## **ATTACHMENT CHECKLIST – REQUIRED DOCUMENTATION**

### **BEFORE YOU BEGIN, MAKE SURE YOU HAVE COPIES OF THE ITEMS LISTED BELOW**

- Copy of assessment result from one of the following: LBCC Placement test, NCRC, Smarter Balance, High School placement test, or College Now Credits
- A Financial Need Statement or a completed budget worksheet
- Current or future class schedule, or Letter/Verification of acceptance into the approved LBCC program of your choice
- Term-by-term or year-at-a-glance schedule that documents remaining classes to degree completion with academic advisor's signature, MyGradPlan, or an equivalent tracker of degree progress from your school
- FASFA/Grant acknowledge receipt from Department of Education or Denial Report if program is not FASFA/Grant eligible

## **ELIGIBLE PROGRAMS AT LBCC**

### **BEFORE YOU BEGIN, MAKE SURE YOUR PROGRAM IS ELIGIBLE**

- [Accounting Technology](#)
- [Automotive Technology](#)
- [Computer Aided Drafting and Design](#)
- [Heavy Equipment/Diesel Technology](#)
- [Horticulture](#)
- [Machine Tool Technology](#)
- [Network & Systems Administration](#)
- [Practical Business Management](#)
- [Welding & Fabrication Technology](#)

If the program you are applying for is not listed above, please visit your local WorkSource center to find out what other training scholarships and training supports are available. Your program might have other funding available.

- [WorkSource Albany](#)-139 4<sup>th</sup> Ave SE, Albany (541) 967-2717
- [WorkSource Lebanon](#)- 44 Industrial Way Suite B, Lebanon (541) 259-5787

Willamette Workforce Partnership/Community Services Consortium is an equal opportunity program/employer. Language assistance is available to individuals with limited English proficiency free of cost. Auxiliary aids or services are available upon request to individuals with disabilities. Oregon Relay 1-800-735-2900. Willamette Workforce Partnership/Community Services Consortium es un programa/empleador que respeta la igualdad de oportunidades. Hay asistencia de idiomas para personas con conocimiento limitado del inglés sin costo y servicios auxiliares disponibles a pedidopara discapacidades. Oregon Relay 1-800-735-2900.

**Part 1: General Information (Please Print)**

Name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

Telephone #: \_\_\_\_\_ 2<sup>nd</sup> telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

**Part 2: Education**

High school graduate  GED GPA: \_\_\_\_\_

I am currently in school:  Yes  No If Yes, Name of School: \_\_\_\_\_

Graduation date: \_\_\_/\_\_\_/\_\_\_

Name of High School Counselor: \_\_\_\_\_

Have you filled out the Department of Education financial aid application (PELL Grant and loans) through FAFSA or other grants such as the Ford Grant)?  Yes  No

**Attach a copy of your financial aid (FAFSA)/Grant acknowledgement receipt from the Department of Education or Denial Report if your training program is not FAFSA/Grant eligible.**

**Part 3: Career Coach**

Complete a Career Coach assessment at <https://linnbenton.emsicc.com/>

Please list one of the Top Job Categories listed: \_\_\_\_\_

Please list one of the Top Career listed: \_\_\_\_\_

**Part 4: Career Exploration Activities**

Have you completed an on-site business tour?  Yes  No If so, where: \_\_\_\_\_

What type of career exploration activities have you done in the past six months? (Examples: researching jobs, writing resumes, informational interviews, mock interviews, watching videos about different jobs)

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## Part 5: Career Exploration

Briefly, why are you interested in this training program?

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## Part 6: Financial Statement

Briefly, how will you support yourself during training?

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**If you completed a Financial Need statement for the Albany Chamber of Commerce's CTE Scholarship, please make sure to attach it to this application. If not, visit your local WorkSource center to obtain a copy of the budget worksheet.**



WORKSOURCE  
WILLAMETTE

# Part 7: Linn Benton Community College Program Information

For LBCC staff

Name of Training requested \_\_\_\_\_

Industry that Training aligns with: \_\_\_\_\_

Will the participant receive any of the following upon completion?  Diploma  Degree  Certificate  
 License  None of these

Is the program on the Oregon Eligible Training Provider List:  Yes  No  
 (The Eligible Training Provider List is at <http://wioa.weebly.com/eligible-training-providers.html>. Training program must be on this list to be considered for a scholarship.)

How long will the training take to complete \_\_\_\_\_

- What is the start date for the training program: \_\_\_/\_\_\_/\_\_\_ Or if currently in a training program, date participant started \_\_\_/\_\_\_/\_\_\_
- What is the end date for the training program: \_\_\_/\_\_\_/\_\_\_
- If participant is unable to begin on the start date, when would the *next* class begin: \_\_\_/\_\_\_/\_\_\_

Itemized Training Costs for Requested Training Program	
Tuition:	\$
Books:	\$
Required Supplies:	\$
Administrative Fees:	\$
Other Fees:	\$
Required Tools:	\$
Other Costs (name):	\$
<b>Total Training Cost</b>	<b>\$</b>

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## Part 8: Application Disclaimer and Acknowledgement

Training funds are 100% funded by the Department of Labor. In order to receive this funding, you must be **18 years of age**, and enroll into WorkSource services. A WorkSource Employment Advisor can assist you in enrolling. **For males, registration for Selective Service is a requirement to receive federal funding.**

Funding is not available to cover costs incurred prior to approval or any costs incurred prior to starting a training program. Decisions are based on local labor market occupational demand, current employability, need for assistance, and funding availability. Awarded Training Scholarships may not cover the entire cost of training. All grant and scholarship awards will be credited against training costs 100% before this funding goes into effect. Funding is focused on tuition, required books & equipment, testing and certain licensing fees that relate to the approved training program listed above. Scholarship awarded may change due to changes in State/Federal policies and changes in the grant. You may be able to receive additional supportive service funding for clothing, transportation, and/or tools to support you in your training program. Please talk with an Employment Advisor at your local WorkSource center (Albany/Lebanon) for more information.

If your training is approved for Workforce Innovation and Opportunity Act (WIOA) funding, the approval is for the duration of the program and is for a specific period. ***Continued sponsorship is dependent upon the availability of funds, appropriateness of training, and satisfactory progress in school for the agreed upon training program, which includes maintaining a 2.0 grade point average or above. If you chose to drop from a class within your training program and/or change training programs altogether, you must notify your Employment Advisor immediately.*** WorkSource can modify your scholarship award to reflect the new program if that program is eligible.

You are expected to complete the agreed upon training program within the period outlined unless circumstances warrant an extension. Extensions can be obtained, please contact your WorkSource Employment Advisor to find out how. It is recommended to maintain a schedule that meets the school's equivalent of full-time. Enrollment below half time is considered a disqualification of further funding.

### Responsibilities after training

The goal of this program is for you to obtain employment or upgrade employment after completion of the training. You are required to seek and obtain employment upon the completion of your program and/or during your training. To achieve this goal, you can seek help from all available sources including the school placement office and any other agencies to which you may be referred. Your WorkSource (Albany/Lebanon) Employment Advisor will be in contact with you to assist you in job seeking activities until you obtain employment for up to one year. We ask that you if you change phone numbers, email, or address, that you contact your Employment Advisor immediately. You are required to notify your Employment Advisor when you obtain employment.

*By my signature, I certify that the information I have provided is correct to the best of my knowledge.*

I understand that through this application I am aware of all the above stated policies and that any failure to adhere to them will result in the discontinuation of funding through the WorkSource (Albany/Lebanon) center. Any course participant outside of the approved training program stated above is my sole responsibility and WorkSource will not be financially obligated or responsible for any further training.

I have read this document and agree to comply with the rules and procedures constrained herein.

\_\_\_\_\_  
Signature

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Employment Advisor Approval

\_\_\_/\_\_\_/\_\_\_  
Date

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