

Participant's Name: _____ SID #: _____

Petition#: _____ Date: _____

You have applied for Trade Adjustment Assistance (TAA) funded training. If you are interested in enrolling in training, please obtain the items listed below from the school that you wish to attend and present them to _____, TAA Representative, at the _____ American Job Center, as soon as possible. If you need assistance you may contact your representative by phone at _____, or email at _____.

- Training Course Information (i.e. School Pamphlet, Course Informational Sheet, School Catalog, etc. Any item that will give a brief description of the course of study.), or
- Course of Study outline (indicating class breakdown per quarter, semester, trimester, etc., and credit hours)
- School calendar (indicating the breaks that will occur during the course of training)
- Required booklist and estimated cost of each book broken down by term
- Required supplies and estimated cost of each supply broken down by term
- Required tools (if any) and estimated cost of each tool broken down by term
- Required uniforms (if any) and estimated cost of each uniform broken down by term
- Required miscellaneous items (if any) and estimated cost of each miscellaneous item broken down by term
- Cost Sheet (indicating entire cost of training, i.e. tuition, total book cost, total tool cost, etc.) broken down by term
- Signature of Authority (training facility official(s) authorized to sign Trade Readjustment Allowance (TRA) weekly claims request and invoices)
- Letter of acceptance from training facility (if applicable)
- Letter indicating a waiting list (if applicable)
- Comparison from TCAT or state school if choosing a private training facility

NOTE: If any required items are to be purchased from an outside vendor, please note and provide vendor information, along with item list and estimated cost.