SAMPLE 7 CONDITIONS

Condition 1 – (Name of Company) has provided a layoff list of Trade-impacted affected workers for Petition Number (TAW petition number), and this employee, (Customer Name), appears on the official company layoff list. (He/She) worked in the capacity of (Job Title from laid off employer). This customer has been employed in this occupational sector since (Start date of employment). (Customer Name) has been laid off since (Use layoff Date from IBIS TRA Claim). Customer's rate of pay was (Income) per (hour/week/ year). ONET reflects a (___% deficit/growth) in this occupational position. (Customer Name) has a (Level of education; i.e. H.S. Diploma, GED, Bachelor's Degree, etc.). Customer has provided adequate documentation (job search records) to reflect no success in securing employment with current marketable skills. None of the customer's leads have resulted in an interview. Customer is unable to obtain self-sufficient employment without further training due to (identify reasons for not meeting self-sufficiency; i.e. "lack of education/lack of transferable skills, etc."). Additional training is needed to increase transferable skills and marketability in order to reach an adequate level of self-sufficiency.

Condition 2 – (Customer name) has competed labor market research in the area of (Name of training program) and has concluded that employment will be available in this occupational field once the training program is completed. Customer is requesting approval for training at (Name of College). O'NET results reflect a (___%) expected growth for this occupational field in Illinois. Average hourly rate of pay for this occupation is (ONET average hourly rate of pay) per hour. This customer has been unsuccessful in the past of securing employment with current transferable skills/level of education. Customer will benefit by completing a training program to increase marketable skills and become more competitive in the workforce. The outcome of successfully obtaining employment will be significantly increased by completing (Name of training program certificate/degree) with an expected growth of (___ %) in this occupational area.

Condition 3 – This customer's labor market research supports training request in the occupational area of (Name of training program). LMI information was researched by the customer and this is documented on the customer's Request for Training Packet. O'NET reflects a (___%) increase in employment is expected in Illinois in this occupational area. (Customer Name) was able to identify 3 potential employers that may have job openings after customer's successful completion of training. Average hourly rate of pay for this occupation is ($_____) per hour.

Condition 4 – (Customer Name) is located within reasonable travel distance to the training institution. Customer resides approximately (One-way) miles one way, and (Round –trip) miles round trip from the training institution. The training plan meets reasonable costs in comparison to costs estimated for surrounding areas which offer the same or similar program. The training location and the cost estimates for this program at (Name of College) is the least expensive in comparison to similar programs in the area. The total cost estimated for this training program is (within/over) the State cap guidelines for a cost of ($___) for tuition, books, and fees and ($___) for Transportation. Total cost for training is ($___). (IF NECESSARY-Added Note - Explain reason for going over State Soft cap.. i.e. "Transportation costs

increased total cost of training due to customer living in a rural area and needing to drive a distance to the nearest training institution". You must also provide cost comparisons from two other training institutions. If you have not gone over the $20,000 soft cap, you do not need to explain the total cost or provide cost comparisons from two other training institutions.

Condition 5 – (Customer Name) scored (Math score) in Math and (Reading score) in Reading. (Customer Name) scored (assessment score from interest/ability assessment tool) on (Name of assessment tool), which reflects high probability that customer will succeed in completing a training program. Customer also scored high in aptitude areas of (list highest aptitude areas and scores from assessment tool). Customer's lack of (identify reasons for not meeting self-sufficiency; i.e. "lack of education/lack of transferable skills, etc.") contribute to the need for additional training, which is necessary to assist the customer in attaining additional marketable skills and becoming more competitive when re-entering the workforce once training is completed. Additional training will also contribute to the customer meeting a level of self-sufficiency and secure full-time permanent employment once training has been completed. (Customer name) has adequate transportation to and from the training institution. Training period is projected to be at (Number of weeks of training) weeks. TRA claim from IBIS confirms this customer is eligible to receive TRA. Customer has adequate UI/TRA to financially sustain (himself/herself) during this training program. Customer's aptitude and interests scores reflect high probability that this customer is committed to successfully completing training.

Condition 6- "Reasonable Cost" condition is met as this training program is available at the training institution with the closest proximity to customer's residence. Customer lives (One-way mileage) miles from the school, so this is the most cost effective plan. Training is projected to be completed in (Number of training weeks). In comparison to cost estimates for surrounding areas which offer the same or similar programs, the training location and cost estimates for this program at (Name of College) is the least expensive. In addition, the total cost estimated on the individual training account (ITA) of (Total cost of training) for this program is (within/over) state cap guidelines for tuition, books, and fees, and transportation. (IF NECESSARY-Added Note - Explain reason for going over State Soft cap.. i.e. "Transportation costs increased total cost of training due to customer living in a rural area and needing to drive a distance to the nearest training institution". You must also provide cost comparisons from two other training institutions. If you have not gone over the $20,000 soft cap, you do not need to explain the total cost or provide cost comparisons from two other training institutions.

Condition 7-The training will result in an Industry Recognized Credential. Upon completion of the program, (Customer Name) will receive a (Certification/Degree (Ex: Associates, Bachelors) in (Name of training program)