

Application & Course Addition/Revision Process

Initial Application Package

Company:

1. Complete 2017 EZone Retraining Application
2. Fill in Training Plan (Attachment 1) – working Excel document
3. Fill in Course Outline (Attachment 2) – one for each course title
4. Provide Company Retraining Proposal (template provided) – on Company Letterhead
5. Email completed documents (steps 1-4), to your local technical college EZone representative

Technical College:

6. Review and approve proposed retraining
7. Submit Letter of Support (template provided)
8. Email complete, original, notarized application packet to Program Manager for final approval by the State Board for Technical and Comprehensive Education (SBTCE)
SC Technical College System
Attn: Enterprise Zone Retraining Program
111 Executive Center Drive, Suite 100
Columbia, SC. 29210

State Board (SBTCE):

9. Review and approve submitted documents for participation in the program
10. Notify company and college of approval via email

Course Addition/Revision Submitted After Initial Application

1. Fill out the **Course Addition/Revision form (Attachment 4)**
2. Add and highlight in yellow the new information from **(Attachment 4)** to the existing **Training Plan (Attachment 1)**
3. Email both **(Attachments 1 & 4)** to your local technical college for review
4. Technical college will review and approve **(Attachment 4)** and email to SBTCE for final approval.
5. SBTCE will review **(Attachment 4)**.
6. SBTCE will approve and email **(Attachment 4)** back to the company and technical college with approval signature to keep on file.