

## **NEW COMPANY PROCESS**

### **Initial application**

1. Complete 2016 EZ Application
2. Fill out training plan (Attachment 1)
3. Fill out course outline- one for every course (Attachment 2)
4. Provide Retraining Proposal
5. Send packet of the documents listed above to the local technical college
6. Technical college will review and approve the proposed retraining
7. Technical college will write an accompanying letter on the company's behalf stating their approval.
8. Technical college will send the packet along with the accompanying letter to the SBTCE for the final approval. Hard copy of the application must be submitted to the System Office prior to receiving final approval.
9. SBTCE will review and approve retraining.
10. SBTCE will notify the company and college via email of approval.

### **Course Addition/Revision**

1. Fill out the course addition/revision form (Attachment 4)
2. Add and highlight the new/revised course to the existing training plan (Attachment 1)
3. Send both attachment 1 & 4 to the local technical college for review
4. Technical college will review and approve course addition/revision and send it to SBTCE for final approval.
5. SBTCE will review course addition/revision.
6. SBTCE will approve and send the attachment 4 back to the company and technical college with approval signature to keep on file.