

PROCESS FOR SUBMITTING DOCUMENTS AND FORMS

INITIAL APPLICATION PACKAGE (WITH ASSISTANCE FROM LOCAL SERVICE AREA TECHNICAL COLLEGE)

Company:

1. Complete **2018 EZone Retraining Application**
2. Fill in **Training Plan** – working Excel document
3. Fill in **Course Outline** – one for each course title (*must exactly match Training Plan*)
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 proposed documents for accuracy and compliance
7. Submit **College Letter of Support** (use template provided by State Board) – on college letterhead
8. If approved: sign*, date and email **complete (steps 1-8)**, notarized **Application Packet** to Program Manager for final approval by the State Board for Technical and Comprehensive Education (SBTCE)

SBTCE:

9. SBTCE will review submitted documents Notify company and college of approval via email
10. If approved; will notify the company and technical college *by email*, with Letter of Approval, Project TR Number, and dated Training Plan

*ONLY digital or original hand written signatures will be approved. TYPE WRITTEN SIGNATURES ARE NOT VALID.

PROCESS FOR SUBMITTING DOCUMENTS AND FORMS CONT'D

PROCESS FOR ADDING COURSES (ONCE INITIAL APPLICATION AND TRAINING PLAN ARE APPROVED)

Company:

1. **Training Plan** – Fill in with new course information and highlight in yellow
2. **Course Addition/Revision Form** – Fill in (*must exactly match Training Plan*)
3. Sign*, date and email **Training Plan**, and **Course Addition** form(s) (steps 1 & 2), to your local technical college for review. *If additional space is needed when filling in form, please include as an attachment*

Technical College:

4. Review submitted Training Plan and form(s) for accuracy and compliance
5. If approved, sign*, date and email Training Plan, and form(s) to Program Manager

SBTCE:

6. SBTCE will review submitted documents
7. If approved, will sign*, date and email updated Training Plan, and form(s) to the company and technical college to be kept on file for auditing purposes

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