



**MINNESOTA DEPARTMENT OF EMPLOYMENT
AND ECONOMIC DEVELOPMENT
TRADE ADJUSTMENT ASSISTANCE
TAA TRAINING APPLICATION**

Fill out this application if you are requesting training

Applicant Information

Please submit complete applications. Incomplete applications cause a delay in the approval of your training request and receipt of benefits.

The goal of TAA training is for you to return to suitable employment, or to find work that will eventually pay as much or more than your previous employment. Generally, suitable employment is work that pays at least 80% of your previous wage at your trade-affected employer and is at the same skill level as that job position.

Original Application	Modification of Original	Date of Modification:
Name (First, Last, MI)		
Address (Street, City, County, State, Zip Code)		
Email Address		Social Security Number
Phone Number		
HOME		CELL

Petition Information

Petition Number	Company Name	Address of Company (City, State)	
Impact Date	Layoff Date	Certification Date	Expiration Date
Salary	Dates of Employment	Job Title	

Dislocated Worker Counselor Contact Information

Counselor Name	Agency Name
Phone Number	Email Address

Is the training facility within 50 miles of your home?

To find out go to www.mapquest.com or <http://maps.google.com/maps> and get directions.

Yes No, the training facility is miles (one way) from my home.

If the training is more than 50 miles (one way) from your home, why did you select this training facility?

There is a training institution that is closer to my home, but the cost is higher than the training institution I chose.

There is not a training institution within 50 miles (one way) from my home that offers the training.

If the training is more than 50 miles (one way) from your home, and your training plan is approved, you will receive a transportation contract.

***If the training is more than 50 miles (one way), please provide a copy of an internet map that illustrates the shortest distance from your home address to the school address and attach it to this application.**

The training institution you have chosen must be licensed, registered or otherwise exempt under Minnesota Statutes, or where appropriate, under another state's law. It must offer the training at the lowest possible cost. Training at public institutions is almost always less expensive than at private schools. To see if the training you have chosen is offered at public school go to the MNSCU web address www.mnscu.edu or www.iseek.org.

Is the training institution you have chosen a public school? Yes No

If the training institution is not a public school, why did you select this training institution?

It is a private institution but the cost of training is less expensive than the public school

The waiting list at the public school is more than six months long

I am already enrolled and cannot transfer because

Credits will not transfer

Less than one year left

More expensive to transfer

Other:

The following public schools are located within my commuting area and do not offer the training I am requesting:

Are there any problems, other than non-training expenses, that might interfere with completion of your training?

How will you overcome those problems?

***Important: *Additional Trade Readjustment Allowance (TRA)* is income support benefits for TAA customers in approved training. There are eligibility requirements for these benefits and the approval of TAA training does not guarantee eligibility for Additional TRA.**

If you are approved for long term training, it is possible that Additional TRA benefits may end before your training is completed. What plans have you made to complete training if TRA benefits expire while you are still in training?

Personal Savings Parent/Family Support Spousal Support Part-time work Other

Part-time work at:

Other:

Dislocated Worker Counselor: I have discussed the possibility of Additional TRA benefits exhausting and this client has a plan in place to support themselves without these benefits. **DW Initials** _____

Questions related to your eligibility for TRA benefits should be sent to deed.tra@state.mn.us.

Work Search Log

This work search log provides evidence that there is no suitable work available with your current skills. In order to complete this step, please record the available information for 5 jobs you have applied for.

Date	Job Title	Wage	Company (City, State)	Location	Contact Person	Comments

Employment Outlook

Upload your resume to www.minnesotaworks.net and print a copy of your resume, attach it to this application.

What will your new occupation be?

Expected starting salary: \$

Please note the TAA program generally will not approve a training program where the expected salary is less than 80% of the trade affected salary. Is this salary at least 80% or more than your previous trade-affected salary?

Yes No

If no, explain why you have chosen to train in this occupation:

Do you have any prior experience in this occupation? Yes No

If yes, explain:

Credential(s) required to be employed:

Please provide recent labor market information (LMI) on your new occupation and attach it to this application.

The LMI you provide must:

- ▶ Show at least 5% growth over the next five years for the occupation you intend to train
- ▶ Support your reason for requesting this training.
- ▶ Reflect the region you are planning to work.

Make sure the source of the information is identified on the document.

Some sources to find LMI include:

www.onetcenter.org

www.iseek.org/mncareers

www.iseek.org

www.positivelyminnesota.com

www.careeronestop.org

www.bls.gov

What is the growth rate for your new occupation? %

List three employers who are currently hiring or will be hiring, in your new occupation

1. Name of employer:

Name and title of contact person (if any):

Position:

Phone number:

Credential needed:

Currently hiring: Hiring in the future: Experience needed:

Starting wage: \$

2. Name of employer:

Name and title of contact person (if any):

Position:

Phone number:

Credential needed:

Currently hiring: Hiring in the future: Experience needed:

Starting wage: \$

1. Name of employer:

Name and title of contact person (if any):

Position:

Phone number:

Credential needed:

Currently hiring: Hiring in the future: Experience needed:

Starting wage: \$

***Please print the completed application and sign and date at the bottom**

Attach copies of the following to the application:

- Labor market information (showing at least a 5% growth in your field)
- Resume in www.minnesotaworks.net (print a copy and submit with this document)
- Acceptance letter or copy of current class registration
- Cost of training – issued from the training facility
- List of courses required to complete training
- List of tools for the program (if needed)
- A signed and dated copy of the employment plan you completed with your counselor
- Internet computer map (if over 50 miles)
- A completed TRA application
- Signed and dated Waiver of Training form

I agree to participate in the training plan I have submitted to the fullest extent possible.

I understand that failure to meet the following conditions may result in termination of my training program:

- ▶ I must maintain a grade point average of C (or equivalent) or higher in every semester supported by TAA.
- ▶ I must present my grades to the State TAA Specialist at the end of each term.
- ▶ I must provide the State TAA Specialist a copy of my class schedule every term.
- ▶ I must obtain authorization from the State TAA Specialist prior to any change in course of study, schedule, cost, or length of my program.

I understand that I must pay no costs for the required items I need for my training. In order to receive a reimbursement I must seek permission from a State TAA Specialist prior to any purchase.

I will be reimbursed for the cost to commute to school if it is located more than 50 miles from my home.

I understand the TAA program will not reimburse me for the purchase of non-required reading materials, clothing, or other items for personal use.

I authorize release of all student records, including official transcripts.

Ownership of Tools, Equipment and Supplies

All equipment, tools and supplies furnished/purchased by the Minnesota Department of Employment and Economic Development are for the sole use of the applicant and s/he shall be responsible for their reasonable use and care. The tools and equipment are the property of the State of Minnesota and are furnished/purchased for the applicant for use in the training process. They remain property of the State unless the applicant is otherwise notified.

If the applicant discontinues his/her training program prior to its successful completion, all tools, equipment and supplies are to be returned to a representative of the Department of Employment and Economic Development. The applicant understands that the sale, trade or abuse of the tools, equipment or supplies is considered an illegal act and the Department of Employment and Economic Development can press charges for their return.

TAA Applicant I understand that there are penalties for willful misrepresentation made to obtain benefits to which I am not entitled.

Signature

Date

Dislocated Worker Counselor I have reviewed this request for training. The training is suitable for the TAA applicant and I recommend that the training be approved.

Signature

Date

State TAA Specialist This request for training is approved.

Signature

Date