

TAA Training Programs Comparison Worksheet

(To be completed by client)

You may qualify for training under TAA if you lack suitable employment opportunities and would benefit from appropriate training. Among other approval criteria, any training proposed must be suitable for you and enable your return to work, allowing you to achieve the desired skill level in the shortest possible time.

Training factors such as program location and duration, type of credential offered, and waiting time before the next available start date should be considered.

TAA also requires that your training be at the lowest reasonable cost needed to provide you with suitable training opportunities. Your training should therefore be selected with the following guidelines in mind:

- Training may not be approved at one provider when, all costs being considered, training substantially similar in quality, content and results can be obtained from another provider at a lower total cost within a similar timeframe. When training, substantially similar in quality, content and results, is offered at more than one training provider, the lowest cost training shall be approved.
- Training may not be approved when the costs of the training are unreasonably high in comparison with the average costs of training other workers in similar occupations at other providers. Training in an occupational area that requires an extraordinarily high skill level, with training costs substantially higher than the costs of other suitable training, may not be approved.
- First consideration must be given to the lowest cost training available within your commuting area, defined as within 41 miles from your home. Training at facilities outside your normal commuting area, involving transportation or subsistence costs that add substantially to the total costs, shall not be approved if other appropriate training is available.

For a complete listing of TAA training approval requirements, refer to form TAA-4/TAA Criteria for Training Approval.

Worksheet directions: There should be at least two other program comparisons provided with your primary choice. However, if the requested training program is from a Connecticut state university or college, the comparison form is not needed, unless the primary choice is the from the University of Connecticut (UCONN), then at least one comparison to one of the other four state universities is required. If the state colleges or universities do not offer a similar program to that being requested, then a second comparison from another provider is required.

If the training program is unique, with no other similar programs available, then compare it to programs in another field offering suitable employment opportunities.

The worksheet may not capture all program elements of concern to you. Be sure to include your own comments and observations when submitting the worksheet for review.

Date reviewed with client:

Name:

This comparison form is required for all programs where a state college or university is not the primary choice.	Primary Choice		Second Comparison		CT. State College or University (or other if state program not available)	
Name of school						
Field of study						
For what occupation(s) will the training prepare you?						
When does the program start?						
Application deadline for above date						
What are the school admission requirements?						
What prerequisites, if any, are needed to begin the program?						
How long will it take to complete the program?						
Are there any breaks in training?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, how many? How long?						
Approximate total cost: tuition & training-related expenses (books,						
Number of credits/hours needed to graduate?						
Will you be "job ready" after completing the training? If no, explain.	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
On average, how many days per week and hours per day will you attend class?	Per week	Per day	Per week	Per day	Per week	Per day
Have the instructors ever worked in the field?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is remedial instruction available for struggling students who need extra	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
How many miles to training by car? Is public transportation available if needed?	Miles: Yes <input type="checkbox"/> No <input type="checkbox"/>		Miles: Yes <input type="checkbox"/> No <input type="checkbox"/>		Miles: Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is the starting wage earned by graduates of the program?						
Does the training provider help with job placement? If yes, what was last year's placement rate?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Provide the most important reason(s) for your first choice of providers. Also, written Justification is required if not the lowest cost provider.