

Connecticut Department of Labor (CTDOL), Trade Adjustment Assistance

TRAINING INFORMATION AND RESPONSIBILITIES

PLEASE READ CAREFULLY BEFORE SIGNING

I have read the terms below and by signing agree to attend my Trade Act approved training program as outlined in my TAA Employment Plan and will adhere to all policies, procedures and requirements of the program. A copy of this signed form will be provided to you by your Trade Counselor.

Before Training

1. I have participated in the development of my training plan. I understand that an individual is entitled to only one training program under a single Trade Act certification.
2. I will provide my Trade Act representative with registration information and all required documentation necessary to complete approvals and paperwork in a timely manner.
3. I will provide my Trade Act representative with financial aid eligibility status. I agree to voluntarily contribute all or a portion of my financial aid or other awards/allowances to cover training in the event State TAA or other funds are insufficient to do so. Yes No
4. I understand that TAA prohibits individuals from using personal funds, including loans to defray training-related expenses [INITIAL HERE: ____]
5. I have signed the consent form allowing my training provider to disclose information related to my academic records to the Connecticut Department of Labor [INITIAL HERE: ____].

During Training

1. The CTDOL is required to monitor progress and attendance in training. I agree to provide information as requested by CTDOL relating to my training participation and I authorize my training provider(s) to release such information to CTDOL representatives. I understand that failure to make satisfactory progress in my approved training could result in a modification of training, or training being rescinded.
2. I will remain in contact with my Trade Act representative throughout the course of my TAA approved training program and respond to their requests for information as quickly as possible.
3. I will attend all scheduled classes. Any absence(s) may result in denial of TRA/UI benefits for the week in which the absence occurred. Excessive absences may result in termination of training.
4. I will abide by the rules and regulations of the training provider.
5. I will notify my Trade Act representative and training provider if I experience difficulty with my Trade Act approved training program. This includes, but not limited to; receiving a grade of less than a "C" in any single class/course. I will seek tutoring or assistance from my training provider/instructor if I experience difficulty with my training program.
6. I will report my grades/transcripts to my Trade Act representative and the CT Department of Labor's Trade Unit at the end of each semester/trimester or academic training period, or when requested.
7. No changes to your training program, including; dropping, withdrawing, reducing, suspending, or terminating participation in training may be done without **prior approval**. I agree to consult with my TAA representative **before** any change is made to ensure compliance with TAA program rules and regulations. If I do withdraw, I will provide my TAA representative with official withdrawal documentation from my training provider. I understand that failure to do so could result in termination of my Trade Act approved training program and potential overpayment.
8. TAA will pay for one retake of a failed course. TAA will not pay for retakes for course withdrawals.
9. I understand that I must meet established performance benchmarks to receive Completion TRA benefits; therefore I will provide information to my counselor to show that I am maintaining satisfactory progress and am on track to graduate in accordance with my approved training plan.
10. I will meet with my Trade Act representative prior to completion of my TAA training program to create a job search plan geared toward helping me secure suitable employment.

After Training

1. I will provide my TAA representative with copies of my certificate or degree upon completion of training.
2. I will continue to work with my TAA representative and/or partner staff to help secure new employment.
3. I will advise my TAA representative as soon as I secure new employment and provide relevant information ex.) Start date, wage information, employer name, position.

Advisements

1. I understand if I am not enrolled in full time training or issued a waiver of training by the deadline date as indicated on form TRA-857, I will not be entitled to receive TRA payments beyond that date.
2. I understand TAA cannot reimburse for any expenses prior to training approval
3. I understand CTDOL will pay for items authorized through my training Application and Proposal and required for participation in my approved training program. I am advised not to purchase any materials before my training is approved. I further understand that CTDOL cannot reimburse me for unauthorized or disallowed expenses. I have received a copy of **Policy14-03, Allowable Training-Related Purchases and Expenses**, providing guidance about allowable training expenses. **[INITIAL HERE: _____]**
4. I understand that failure to begin or complete training without justifiable cause will make me ineligible for Trade Readjustment Allowances (TRA) and all other TAA benefits, and subjects me to liability for any resulting overpayment of TRA and/or training costs.
5. I understand that failure to maintain full-time enrollment status in accordance with the standard set by the training provider will jeopardize my continuing eligibility for training and, if applicable, TRA. If I am seeking approval to participate in a training program designated by the training provider as part time, I do so understanding that I will NOT receive TRA, if otherwise eligible, because TRA requires full-time training.
6. If I obtain employment, I agree to notify my TAA representative immediately. I have received a copy of form **TAA-159/Reemployment Questions and Answers for Workers in TAA Training** **[INITIAL HERE: _____]**, explaining the difference between “suitable” and “unsuitable” employment and outlining the effect such work might have on my eligibility to continue participating in my approved training program if reemployed.
7. I understand that failure to follow or adhere to any of these conditions may jeopardize my right to continued Trade Act training approval.
8. I understand that if there are unexpended funds (training, books, supplies, etc.) at the end of my program, I am not entitled to spend those funds or add additional courses. Any questions regarding this should be directed to your counselor.

Trainee’s Signature (Typed signature is acceptable)	Date
Trade Act Representative’s Signature (Typed signature is acceptable)	Date

Appeal rights are available with all official decisions issued by the CTDOL Trade Act Program.