

# INDIVIDUAL TRAINING GRANTS

## DEVELOP YOUR SKILLS

Individual Training Grants are available for Workforce1 customers who are looking to develop the occupational skills needed to pursue careers in healthcare, finance, computer technology, and protective service.

Individual Training Grants can fund course tuition, registration fees, testing fees, and books for the following training types:

Occupations*	Minimum Work Experience	Minimum Education	Maximum ITG Award
Bus and Truck Drivers (CDL A & B)	24 months	High School diploma or GED	\$2,000
Commercial Drivers, Bus Drivers (CDL C)	6 months	High School diploma or GED	\$2,000
Certified Nursing Assistant	12 months	High School diploma or GED	\$3,800
Clinical Medical Assistants	12 months	High School diploma or GED	\$5,000
Computer Support Specialists	12 months	High School diploma or GED	\$3,800
Computer Systems Analyst	12 months	2 or 4 year degree	\$3,800
Network and Computer Systems Administrators	12 months	2 or 4 year degree	\$3,800
Security Guards–Armed**	24 months	High School diploma or GED	\$800
Security Guards–Unarmed	6 months	High School diploma or GED	\$400

\* These occupations represent a portion of the [Workforce Investment Board's in-demand occupations](#) list and are subject to change. An occupation's eligibility to receive funding is based on likelihood of job placement in New York City.

\*\* Only work experience accepted – law enforcement, corrections, or military. Security guard experience is also accepted with endorsement/recommendation from current or previous security employer (less than 2 year separation). Armed Guard applicants must already have pistol permit in order to apply for Armed Guard training.

### What are eligibility requirements for an Individual Training Grant?

- Must be a registered member of Workforce1
- Must be unemployed or currently employed earning less than \$62,984/year
- Must have a GED or high school diploma
- Must meet the work experience requirements\*\*\* for the specified occupation

\*\*\* Work experience must be in a related field or industry. Veterans with military experience in one of these occupations are exempt from this requirement. Other services are available for individuals who do not meet eligibility requirements.

### How can I apply for an Individual Training Grant?

The application process is highly selective. Completing an application does not guarantee award.

#### To apply, you must:

1. Take and pass a skills test at a [Workforce1 Career Center](#)
2. Complete an application
3. Interview with a Workforce1 Career Advisor.

If selected for an Individual Training Grant, the entire process can take between 4–8 weeks.