

## Frequently Asked Questions

View our ITG webinar at [www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide) and contact your local Workforce1 Career Center for more information.

### ➤ What is an Individual Training Grant?

Individual Training Grants (ITGs) help qualified jobseekers get specialized job training to find a new job or advance in their careers.

### ➤ Who is eligible to apply for an Individual Training Grant?

You must:

- Be at least 18 years old.
- Have an updated resume available electronically (Resume Workshops are available)
- Be actively looking for employment or currently employed and earning less than \$62,894/year.
- Be ready to work immediately after training.
- Have a minimum of a GED or High School diploma and work experience (some occupations require a degree)
- Register at a Workforce 1 Career Center.

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. At each step you will receive approval to move forward or referral to other services. Completing an application does not guarantee receipt of an ITG. ITG training is not an entitlement. Selection for participation is based on your eligibility, assessment of your needs, skill level, and your prospects for successfully completing the program and achieving employment in the field.

The application process takes 4-8 weeks and includes the following steps:

1. Participation in services (such as Introduction to Services, Career Advisement, workshops, etc.) within the last 6 months.
2. Meeting education and experience requirements (see next page).
3. Viewing a presentation about the application process and taking a skills test.
4. Researching courses on the NYC Training Guide and completing an online application.
5. Interviewing with a Career Advisor.

### ➤ Why are there education and related work experience requirements?

To gain employment in the fields in which ITGs are offered, major employers and job ads indicate that relevant work experience and skills are required. ITGs do not provide *all* of these required skills and experience; instead, they assist jobseekers that already have some skills and experience with additional technical training or certifications that are required to get a job in the field.

If you do not have related work experience, the ITG training will not provide you enough skills to get you a job in the field. If you have a lot of related work experience or certifications, ITG training may not be useful to you because you already have the skills and certifications needed to obtain employment within the field. It is also important to note that your work experience should be recent. Having recent and related experience will make you the most competitive candidate for training and employment.

If you do not meet these education and experience requirements, Workforce1 has other services that may assist you. Please ask for an appointment with a Career Advisor to discuss other available options.

### ➤ Does education and experience from another country count towards the education and experience requirements?

Yes. Individuals may count their related work experience and education from other countries towards the eligibility requirements.

➤ **How many ITGs can I apply for at one time and how often?**

Individuals are allowed to apply for one ITG at a time. It is important to select the one most appropriate training that will help you in achieving your career goal. Individuals who completed training and have put their skills to work are able to reapply for a different training after one year. Prior voucher approval does not guarantee another award.

➤ **What does an Individual Training Grant fund?**

ITGs can fund course tuition, registration fees, testing fees, and books. ITGs are for short-term training (less than 1 year). ITGs cannot fund courses for college credit or any training that is not listed as eligible on the NYC Training Guide ([www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)).

➤ **What occupations are able to be funded by ITGs?**

**Occupations Eligible for Funding\***

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

\*\*Work experience must be in a related field or industry. Veterans with military experience in one of these occupations are exempt from this requirement.

\*\*\*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.

For all occupations, you must meet the minimum work and education requirements. **Meeting these prerequisites does not guarantee that you will receive an ITG.** Please speak with a Career Advisor about other services if you do not meet these education and experience requirements.

➤ **Why can't I apply for...(Graphic Designers, Machinists, Childcare Worker, etc.)?**

We offer ITGS in occupations that are in high demand New York City industries with well defined technical training, licensing, or certifications. You can still find providers for these other occupations on our training guide ([www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)) but they will not be listed as voucher eligible. Additional training for careers in transportation, manufacturing and healthcare can be found at our sector centers (<http://www.nyc.gov/html/sbs/wf1/html/about/about.shtml>).

➤ **Why are some Individual Training Grant requests not approved?**

There are several reasons why individuals are not granted ITGs. Some common reasons include:

- The individual already possesses the necessary skills to be able to find work without receiving occupational training.
- The individual needs more job preparation services, such as interview or resume assistance, to obtain employment in the field.
- The individual is not actively looking for work or will not be able to work after training is completed.
- The individual has already started training without an ITG or can finance training through Federal financial aid programs such as PELL.
- The desired course is not listed on the NYC Training Guide as 'ITG Voucher Eligible'.