

# WORKFORCE

## Individual Training Grants

Resources for Green Training

July 22, 2009

## Recruitment Goal

SBS is aiding in the growth of the emerging green industry by providing funding for training opportunities for green collar jobs

---

### SBS has identified the following areas to fund for green training:

#### Specialization

- ✓ Solar Power
- ✓ Energy Auditors
- ✓ Green Construction
- ✓ Energy Efficiency – HVACs

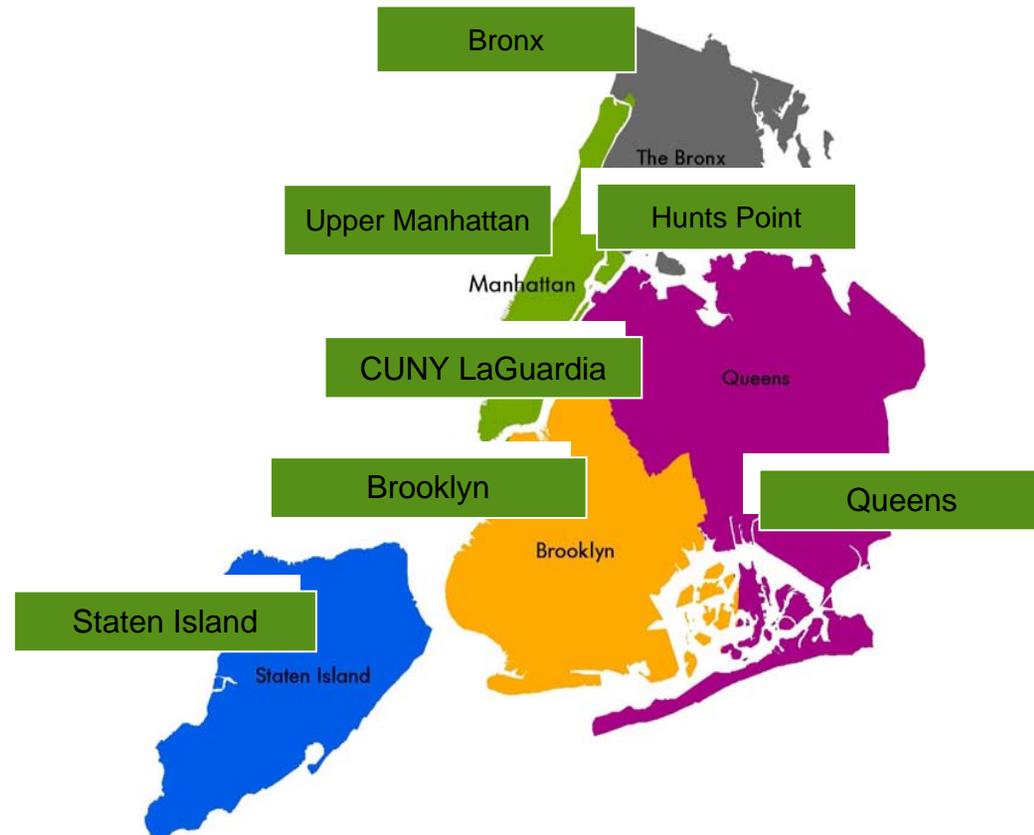
These occupations were selected according to the following criteria:

- ✓ Long term demand as identified by NYS DOL
- ✓ Potential construction opportunities as highlighted in the Recovery Act
- ✓ Additional research that highlights occupations that will fuel the growth of the green industry

## Overview of Services

Workforce1 Career Centers offer a full range of employment and training services to jobseekers to fulfill business needs for qualified workforce

- Workforce1 Career Centers are strategically located throughout all five boroughs
- Over a three month period an average of 36,000 people engage with the Workforce1 Career Centers



## Individual Training Grants

Individual Training Grant (ITG) vouchers fund occupational skills training that leads to employment in high demand occupations

### ITG voucher process flow:

Jobseeker visit Center and conducts research

Jobseekers assessed and conduct research using the NYC Training Guide

Jobseeker applies for ITG voucher

Career Center staff review jobseekers' ITG applications and decide if training is right for them

Jobseeker receives voucher and enrolls in training

Jobseekers present ITG voucher to Training Provider for course enrollment

Employment

Training is delivered and jobseeker is prepared for employment



*Queens Workforce1 Career Center*

### Features:

- Connection to NYC Green initiatives
- Link to qualified trainees and potential vouchers to help cover the cost of trainings
- Ability to market training success with course performance evaluations

The screenshot shows the homepage of the New York City Training Guide website. At the top, there is a navigation bar with links for HOME, ABOUT US, SEARCH, TRAINING PROVIDERS, and HE. Below the navigation bar is a blue header with the text "New York City Training Guide". The main content area features a "Welcome to the New York City Training Guide" section with a small image of a building and a paragraph of text. Below this is a "Jobseekers" section with a "Find courses by:" label and four search criteria: Industry (e.g. Transportation and Material Moving), Job Title (e.g. Bus Driver), Borough (e.g. Brooklyn), and Zip Code (e.g. 10038). A "Begin Search" button is located to the right of these criteria. On the right side of the page, there are two sidebar sections: "Training Providers" with a small image and text, and "Success Stories" with a small image and text.

**WORKFORCE 1**  
Careers for NYC

HOME ABOUT US SEARCH TRAINING PROVIDERS HE

### New York City Training Guide

**Welcome to the New York City Training Guide**

The NYC Training Guide is a research tool that matches jobseekers with appropriate training programs to promote skills development and career advancement. The NYC Training Guide provides detailed information about training courses and providers, enabling individuals to fully consider their training options and decide how a course meets their needs.

**Jobseekers**  
Find courses by:

- **Industry** e.g. Transportation and Material Moving
- **Job Title** e.g. Bus Driver
- **Borough** e.g. Brooklyn
- **Zip Code** e.g. 10038
- **Job Keywords** e.g. School Bus, CDL, Drivers License

**Begin Search**

**Training Providers**  
Resources and information for Training Provide

**Success Stories**  
Read about employment and advancement success

## Eligibility Requirements

To be eligible to receive ITGs, courses should meet these criteria:

Category	Criteria
Connection to Industry Standards	<ul style="list-style-type: none"><li>• Be approved and listed in the NYC Training Guide <a href="http://www.nyc.gov/trainingguide">http://www.nyc.gov/trainingguide</a></li><li>• Be related to an in-demand occupation</li></ul>
Length	<ul style="list-style-type: none"><li>• Not exceed 780 hours in a twelve month period from the course start date</li></ul>
Location	<ul style="list-style-type: none"><li>• Must be located in New York City</li></ul>
Price	<p>The price for the following occupations cannot exceed <b>\$2,200</b>:</p> <ul style="list-style-type: none"><li>• Solar Panel Installers</li><li>• Energy Auditors</li><li>• Energy Efficiency</li><li>• Maintenance and Repair Workers</li></ul>

## Application Steps

Becoming a registered Training Provider will enable you to market your courses and allow more students to attend courses through City vouchers

### 3 Steps to Become a Training Provider:

1. Download required documents from the NYC Training Guide website:  
[www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)
2. Apply by completing an online application for your school:  
[www.labor.state.ny.us/etp](http://www.labor.state.ny.us/etp)
3. Once approved, your courses will appear to jobseekers on the NYC Training Guide.

### New York City Training Guide

#### New Training Providers

- 1 Benefits
- 2 Eligibility
- 3 Approvals
- 4 Responsibilities

[Back to Training Providers](#)



To become a Training Provider eligible to receive Individual Training Grant (ITG) vouchers from Workforce1 Career Centers and have courses listed in the Training Guide, a school or organization must undergo the following application process:

1. Submit an application through the Eligible Training Provider List (ETPL). To be accepted in the ETPL, training providers must engage in skills training in high growth sectors of the City's economy. They must have an effective record of training students and placing graduates in jobs. Once an organization appears on the ETPL, it may also apply to become eligible for ITG vouchers, which provide funding for Workforce1 Career Center customers to take courses that lead to employment or career advancement.

- To apply to the ETPL, click [here](#).
- For assistance with applying and entering your information into the ETPL, please refer to the [NYC Training Guide Manual](#) for definitions and step-by-step guidance to accurately fill out the application. Information in the ETPL must be complete and up-to-date, or it becomes subject to removal.

2. After submitting an application to the ETPL, a school or organization must provide the following documents within 30 business days: