

# 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, transportation, computer technology, and security 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
Unarmed Security Guard	6 Months	High School Diploma/GED
Heavy Truck CDL A Driver	18 Months	High School Diploma/GED
Light Truck CDL B Driver	18 Months	High School Diploma/GED
School Bus CDL BPS Driver	18 Months	High School Diploma/GED
Telecommunications/Line Installers	No Experience Required	High School Diploma/GED
Certified Nursing Assistant	12 Months or a Combination of Educational Experience	High School Diploma/GED
Clinical Medical Assistant	12 Months or a Combination of Educational Experience	High School Diploma/GED
CASAC (Substance Abuse Counselor)	No Experience Required	High School Diploma/GED
Home Health Aide	No Experience Required	High School Diploma/GED
Pharmacy Technician	No Experience Required	High School Diploma/GED
Medical Billing	No Experience Required	High School Diploma/GED
Computer Systems Administrator	12 Months	2-4 Year Degree in IT Field
Network Computer Systems Administrator	12 Months	2-4 Year Degree in IT Field
Computer Support Specialist	12 Months	High School Diploma/GED

## Eligibility Requirements

- Must visit a Workforce1 center
- Must be unemployed or currently employed earning less than \$91,000/year
- Must be willing to report job placement information following course completion
- Must meet the education and work experience requirements for the specified occupation
- 18+ years old
- Looking for training and employment

## How can I apply?

To apply individuals will :

- 1 Attend an information session
- 2 Take and pass a skills test
- 3 Complete an application
- 4 Interview with a Workforce1 Career Advisor

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

**To get more information, please visit your local Workforce1 Career Center (for locations, see [maps.nyc.gov/sbs](https://maps.nyc.gov/sbs)) or email [training-02@sbs.nyc.gov](mailto:training-02@sbs.nyc.gov)**