

Individual Training Grants Frequently Asked Questions

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 18 years old or over.
- Be actively looking for employment or currently employed and earning less than \$91,000.
- Be ready to work immediately after training and report job placement.
- [Register to be a member of Workforce1 Career Center.](#)
- Have a minimum of a GED or high school diploma.

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, work experience, and your prospects for successfully completing the program and achieving employment in the field.

The application process takes 4-6 weeks and includes the following steps:

1. Meet education and experience requirements (see below)
2. View an ITG Orientation presentation.
3. Complete and pass a skills test and complete an online application.
4. Obtain a training provider letter.
5. Research courses on the [NYC Training Guide](#) and completing an online application

To learn more about the ITG Program, visit nyc.gov/accesstraining and connect with our Workforce1 Career Centers at nyc.gov/getwork.

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6. Interview 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, the [Workforce1 Career Center system](#) 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. Prior voucher approval does not guarantee another award.

What does an Individual Training Grant fund?

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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 ITG eligible on the [NYC Training Guide](#).

What occupations can be funded by ITGs?

Occupations	Minimum Work Experience
Heavy Truck; Trailer (CDL A) Drivers	18 Months
Light truck; Delivery (CDL B) Drivers	18 Months
School Bus (CDL BPS) Drivers	18 Months
Telecommunications/Line Installer	No Experience Required
Certified Nursing Assistant	12 months or a combination of educational experience
Clinical Medical Assistant	12 months or a combination of educational experience
CASAC (Substance Abuse Counselor)	No Experience Required
Home Health Aide	No Experience Required
Pharmacy Technician	No Experience Required
Medical Billing	No Experience Required
Computer Support Specialist	12 months
Network and Computer Systems Administrator	12 months
Computer Systems Analyst	12 months
Security Guard – Armed	24 months
Security Guard – Unarmed	6 months

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.

Additional trainings for careers in Transportation, Manufacturing, Tech, and Healthcare can be found at nyc.gov/accesstraining.

Why are some Individual Training Grant requests not approved?

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

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- 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 résumé 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 [Federal Pell Grants](#).
- The desired course is not listed on the NYC Training Guide as 'ITG Voucher Eligible'.
- The individual's yearly income is more than \$91,000 at the time when applying for ITG program.