

## Application Submission Guide

Please follow these steps to complete and submit an application for services under TBWA's Hillsborough County Training Assistance (HCTA) program.

### **STEP 1: Program Overviews and Preliminary Eligibility**

Go to [www.workforcetampa.com](http://www.workforcetampa.com) and click on the button, **Training Assistance (HCTA) for Hillsborough Residents:**

- a. Review the program eligibility requirements. Do you feel that you meet these requirements?
- b. If you meet the preliminary eligibility, then click [Continue>>](#) to review one of the lists of Targeted Occupations which are growth or high demand occupations for Hillsborough County.
  - a. Training programs under the HCTA program must fall within a Targeted Occupation.
- c. If you meet preliminary eligibility and identify a Targeted Occupation, then click [Continue>>](#) for the program registration screen.

### **STEP 2: Program Registration**

If returning to [www.workforcetampa.com](http://www.workforcetampa.com), click on either the **Training Assistance (HCTA) for Hillsborough Residents** and then click [Continue>>](#) until you reach the registration page.

- a. Complete the on-line registration.
- b. Click Submit to register for the HCTA program.
- c. A TBWA staff will review your registration, determine whether you are likely to be eligible and contact you via email to continue with program application and eligibility.
- d. Please be aware that completion of pre-registration does not constitute submission of a fully completed application for services.

### **STEP 3: Program Application**

- a. Watch a short, on-line HCTA Program Orientation and Overview required for entry into the program.
- b. Access by clicking blue hyperlink labeled, **HCTA Overview and Orientation**
- c. Next, print the required forms needed to build your application packet for the selected program. These will include:
  - Completed Application: contains a Participant Profile form, a Dislocated Worker Questionnaire and all required supporting eligibility documents
  - Completed Grievance Acknowledgement form
  - Completed Release of Information form
  - Completed Expense vs. Resource Worksheet
  - Completed Background Check Consent Form – used to ensure applicant's background is not a barrier to employability in the career field of choice.
- d. To BUILD your application packet:
  - Review and complete the application form. If you are unsure of how to respond to any areas of the application, please leave blank until you meet with a TBWA Career Counselor.

- Complete the Eligibility Questionnaire and use the eligibility checklist to select and gather your support documents needed for each area of eligibility.
- Review and sign the Grievance Acknowledgement and Release of Information forms
- Complete and sign the Expense vs. Resource Worksheet
- **Do not** date your paperwork until your application packet is fully completed and finalized. This will occur at your enrollment meeting with a TBWA Career Counselor.

#### **STEP 4: Select a School and Training Program**

Select an approved school from the list of Hillsborough approved Training Providers and a Training Program from the Targeted Occupations List for a growth or high demand occupation in Hillsborough County:

- Visit your selected school to apply and complete all school entrance requirements to enroll. A school counselor may be on hand to assist.
  - There may be additional requirements such as entrance assessment, a background check, physical examination and/or drug screening.
  - Inquire at the school if they assist with a PELL Grant application or financial assistance through the Federal Government. (See PELL grant info in Step 5)
  - Obtain documentation of your acceptance into the school and your selected training program. Generally, schools will provide you with the enrollment paperwork. If not, please ask for a letter of enrollment which states you have passed all of the screenings.
  - Obtain a breakdown of costs from your school of your selected training program which should include listing of tuition, book fees, lab fees and any financial aid.
- Remember training programs under the Hillsborough County Training Assistance (HCTA) program must:
  - Have a length of training program that is 2 years or less,
  - Be with a school that appears on the Approved Training Provider List
  - Be a training program in a Hillsborough County Targeted Growth Occupation

#### **STEP 5: Provide proof of Application for a PELL Grant**

- You must provide proof of application for a PELL Grant.
- Most schools will assist at the school during enrollment with application for a PELL Grant. Often schools will require that a person with a BA or MA degree submit a PELL application to consider for other funding or grant availability.
- If the school or the selected training program is not covered by the PELL Grant, please obtain a letter from the school stating such.
- If not, then you may apply online at <http://www.fafsa.ed.gov/> and follow instructions. Please print off the acknowledgement page of online application.

#### **STEP 6: Complete Assessment**

Assessment is required in order to ensure you are ready and prepared to successfully complete your chosen training program.

Required E-Choices Testing:

1. Go online to [www.florida.echoices.com](http://www.florida.echoices.com) and register to create your own portfolio
2. Click on Choices Planner
3. Select the assessment, "Interest Profiler"
4. Take the self-assessment
5. Print the results page and submit to TBWA with your application packet at your follow up appointment

Other Assessments:

- Some schools will require you to complete an entrance examination. If this is required, your results must be submitted to TBWA with your application packet at your follow up appointment.
- You may also be required to complete a Test for Adult Basic Education (TABE) or provide additional documents to determine your ability to successfully complete your chosen training program.

### **Step 7: Contact TBWA to schedule your Enrollment Appointment**

After you have completed your application and other required documents, you will then contact TBWA by email or phone to obtain an enrollment meeting date and time. This meeting will be with a group of other interested applicants so please ensure you:

- a. Use the Eligibility checklist on the Eligibility Questionnaire to track and assemble items needed to complete your application packet.
- b. If you are unsure how to complete an area or section of the application, please leave it blank until you meet with a TBWA Career Counselor.

**Once your application is completed and you have collected the other required documents, please contact TBWA by calling or emailing with the below contact information:**

**Email: [viaapplications@workforcetampa.com](mailto:viaapplications@workforcetampa.com) Phone: (813) 930-7538**

### **Step 8: Attend your Enrollment Appointment with a TBWA Career Counselor**

During the meeting, a TBWA Career Counselor will review your program application packet and assist you with:

- a. Career counseling to assist with questions about schools and training programs.
- b. Identify and assist with a referral for any required assessments.

### **Step 9: TBWA will contact you to schedule a follow-up appointment(s)**

A TBWA Career Counselor will contact you with the status of your application and may ask you to attend a follow-up appointment to verify your eligibility/suitability for the program and to submit any remaining items needed to complete your application packet. The TBWA Career Counselor will:

- a. Identify any missing items needed to complete your application packet and verify your program eligibility/suitability.
- b. As needed, ask you to attend another appointment or simply give a due date for any outstanding documentation or tasks needing to be completed.
- c. Submit your completed application packet to be reviewed by a 2<sup>nd</sup> level supervisor for eligibility and suitability confirmation.
- d. If any further questions arise based on this review, a TBWA Career Counselor will contact you to follow up.

### **Step 10: Successful Program Enrollment**

Upon successful enrollment into TBWA's Hillsborough County Training Assistance (HCTA) program, you will be required to attend on-going appointments with your Career Counselor to:

- a. Receive your training tuition voucher and any other assistance needed for training
- b. Review and discuss required monthly contacts (in-person or telephonic)
- c. Review and discuss continued program requirements