



TAA Training Check List

You have applied for Trade Adjustment Assistance (TAA) funded training. If you are interested in enrolling in training, please obtain the items listed below from the school that you are interested in attending and present them to _____, TAA Representative, at the _____ Americas Job Center, as soon as possible. If you need assistance you may call _____ at _____.

Training Course Information (i.e. School Pamphlet, Course Informational Sheet, School Catalog, etc. Any item that will give a brief description of the course of study.), or

Course of Study outline (indicating class breakdown per quarter, semester, trimester, etc., and credit hours)

School calendar (indicating the breaks that will occur during the course of training)

Required booklist and estimated cost of each book broken down by term

Required supplies and estimated cost of each supply broken down by term

Required tools (if any) and estimated cost of each tool broken down by term

Required uniforms (if any) and estimated cost of each uniform broken down by term

Required miscellaneous items (if any) and estimated cost of each miscellaneous item broken down by term

Pell Grant Award Letter (if eligible)

Wilder Naifeh Award Letter (if eligible)

Other scholarships or grants (if eligible)

Cost Sheet (indicating entire cost of training, i.e. tuition, total book cost, total tool cost, etc.) broken down by term

Signature of Authority (school officials authorized to sign Trade Readjustment Allowance (TRA) weekly claims request and invoices)

A letter of acceptance from the school (if LPN, Paramedic, etc.)

A letter indicating a waiting list (if applicable)

A comparison from TCAT or state school if choosing a private training facility