



CUSTOMER TRAINING CONTRACT

In requesting funds for an ITA/ATA (Individual/Apprenticeship Training Account) I understand that:

1. Signing this contract does **NOT** guarantee training will be provided.
2. I must follow the process as specified by my career navigator to obtain training.
3. If I begin training prior to completing the ITA/ATA process, I will be required to pay for it out pocket.
4. I have the choice to select and research any training program that is currently on the Eligible Training Provider List (ETPL).
 - a. NOTE: Training programs can be taken off the ETPL without advance notice.
5. An ITA/ATA will not cover more than \$7,000 for any customer. I understand that any amount beyond the \$7,000 is my responsibility. (e.g., training cost = \$7,500 – WIOA pays \$7,000 = I pay \$500.)
6. Should I begin training:
 - a. I will be unable to switch training programs after confirmation of start date.
 - b. I am required to maintain communication with my career navigator at least once every 30 days to provide updates on my current training progress.
 - c. If I obtain employment (temporary or otherwise) during or after the course of my training, I am required to provide my employment information to my career navigator.
 - d. I am required to provide my career navigator with a certificate of completion once I have completed my training program.

Customer Name

Customer Signature

Date

Career Navigator

Career Navigator Signature

Date