



CalJOBS Training Activity Code 330



OWDB Local Board Determination Training Request Form

AJCC Service Provider Name:	
Participant Name:	
CalJOBS State ID #:	
Client Type	<input type="checkbox"/> WIOA Adult <input type="checkbox"/> WIOA Dislocated Worker

Name of Training Provider:			
Training Provider Contact (Name & Title):			
Training Provider Contact Info	Email:	Phone:	
Name Industry Recognized Credential:			
Industry Sector:			
Training Location (physical address):			
Training Provider website address:			
Program/ Course Name:			
Training Period	From:	To:	
Course Hours:			

WIOA is considered LAST RESORT funding	
Have you researched all other funding sources (i.e. TANF, Pell Grant, etc.)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there documents or case notes indicating details of other funding availability/ unavailability?	<input type="checkbox"/> YES <input type="checkbox"/> NO

1) Total Cost of Tuition (add A+B+C):	\$
A) Amount to be paid by OWDB	\$
B) Amount to be paid by WIOA Participant	\$
C) Amount to be paid by Other Sources	\$
2) Total Cost of Fees (add A+B+C):	\$
A) Amount to be paid by OWDB	\$
B) Amount to be paid by WIOA Participant	\$
C) Amount to be paid by Other Sources	\$
3) Total Cost of Other Expenses (add A+B+C):	\$
A) Amount to be paid by OWDB	\$
B) Amount to be paid by WIOA Participant	\$
C) Amount to be paid by Other Sources	\$

4) Total Amount to be Paid by WIOA Participants (add 1B+2B+3B):	\$
5) Total Amount to be Paid by Other Sources (add 1C+2C+3C):	\$
6) Total Amount to be Paid by Oakland WDB (add 1A+2A+3A):	\$



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CalJOBS Enrollment Activity Code **330-Local Board Determination Training** will be allowed when the following conditions have been met:

- A) When the training leads to the attainment of an industry-valued certificate, credential, or degree; and
- B) When the training is focused toward one of the OWDB's Priority Industry sectors; and
- C) When there is a general lack or limited number of training providers listed on the ETPL that are located in OWDB's Local Area or within a reasonable travel distance for the participant; or
- D) When the individual participant has significant barriers to employment that can be more effectively addressed during training by an institution or training provider that possesses specialized knowledge and/or the capacity to provide the assistance required, including language capacity or accommodation of a disability.

Provide a brief explanation below how the conditions above have been met, and why ETPL approved training does meet the needs of the WIOA client.

PLEASE NOTE: You must notify the Oakland Workforce Development Board of any changes in activities and or any discrepancies in support documents affecting the training order. By signing below, the AJCC Provider acknowledges that the information contained within and through attachments are complete and accurate.

AJCC Case Manager		
Name	Signature	Date

AJCC Manager		
Name	Signature	Date

OWDB Staff		
Name	Signature	Date
<i>Approved</i>		<i>Denied</i>

Reason for Denial	
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Complete this document in its entirety and submit to your OWDB program contact for approval. Please be sure to attach the following documents required for approval:

- CalJOBS verification of Client Enrollment in WIOA
- AJCC documentation of completed client Individual Employment Plan
- CalJOBS Case Notes detailing Training Request, and AJCC Training Application
- Training Provider's program and course information including costs and requirements.
- Labor Market Information print outs, and any other relevant documents.