

What is an Individual Training Grant?

Individual Training Grants (ITGs) provide funding for occupational skills training that leads to employment in high demand industries in New York City. ITGs help qualified jobseekers who need occupational skills to find a job, advance in their careers, or change to an occupation with higher wages and/or more opportunities for advancement.

Who is eligible to apply for an Individual Training Grant?

Individuals are eligible to apply for an ITG if they are: 1) unemployed or employed and making less than \$57,904 a year, 2) registered at a Workforce1 Career Center, and 3) assessed by a Workforce1 Career Advisor for employment. Submission of an application does not guarantee receipt of an ITG.

What does an Individual Training Grant fund?

ITGs may fund course tuition, registration fees, testing fees, books, software, tools, and uniforms. ITGs do not fund college tuition or any training that is not listed as eligible on the NYC Training Guide (www.nyc.gov/trainingguide).

How can I apply for an Individual Training Grant?

In order to apply for an ITG, you must first attend a Workforce1 Orientation. After Orientation, you attend Introduction to Training Opportunities, a workshop that reviews the ITG application process. Finally, you receive a Career Advisor assessment to determine if occupational training is the right option.

How long does it take to apply for an Individual Training Grant?

Career Advisors are trained to help people through the application process as quickly as possible; however, the application time varies based upon your specific needs and career goals. If a person is ultimately approved for an ITG, the complete process typically takes approximately 4-6 weeks.

Why are some Individual Training Grant applications not approved?

There are a variety of reasons individuals do not receive ITGs. Some common reasons include:

- Requested training will not lead to employment in a high demand industry.
- Individual does not meet the prerequisites necessary to enroll in training.
- Individual is not likely to find work after completion of training, or they are assessed to be able to find work without receiving occupational training.
- Individual has already started training without an ITG.
- The course is not listed on the NYC Training Guide or does not meet the published standards to be funded by ITGs.

To receive an ITG in the following occupations, you must meet the requirements listed below. If you do not meet these requirements, talk to a Career Advisor about additional services available to you.

These are minimum requirements. Meeting these prerequisites does not guarantee you will receive an ITG. Customers must complete an ITG application and be assessed by a Career Advisor to determine if training is right for them.

Occupations	Required Work Experience (In Months)	Required Level of Education
Bookkeeping, Accounting, and Auditing Clerks	12	High School Diploma or GED
Bus Drivers, School <i>(Standards apply to all CDL occupations)</i>	24	High School Diploma or GED
Computer Support Specialists	6	High School Diploma or GED
Customer Service Representatives	6	High School Diploma or GED
Executive Secretaries and Administrative Assistants	12	High School Diploma or GED
Graphic Designers	12	2 or 4 year degree
Medical Assistants	12	High School Diploma or GED
Network and Computer Systems Administrators	12	2 or 4 year degree
Nursing Aides, Orderlies and Attendants	6	High School Diploma or GED
Security Guards	0	High School Diploma or GED