

## Frequently Asked Questions

### ➤ What is an Individual Training Grant?

Individual Training Grants (ITGs) help qualified jobseekers get specialized job training to find a new job or advance in their careers.

### ➤ Who is eligible to apply for an Individual Training Grant?

You must:

- Be actively looking for employment or currently employed and earning less than \$57,904/year.
- Be ready to work immediately after training.
- Register at a Workforce 1 Career Center.
- Have a GED or High School diploma

Other services are available for individuals who do not meet eligibility requirements.

### ➤ What does an Individual Training Grant fund?

ITGs can fund course tuition, registration fees, testing fees, and books. ITGs cannot fund courses for college credit or any training that is not listed as eligible on the NYC Training Guide ([www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)).

### ➤ How can I apply for an Individual Training Grant?

The application process is highly selective. At each step you will receive approval to move forward or referral to other services. Completing an application does not guarantee receipt of an ITG. To apply, you must:

1. Visit a Workforce 1 Career Center and take a skills test.
2. Complete an application.
3. Interview with a Career Advisor.

The entire process takes 4-8 weeks.

### ➤ Why can't I apply for... (Bus Drivers, Graphic Designers, Nursing Assistants, etc.)?

In order to help as many jobseekers as possible get a job or higher wages, we have reduced the types of occupations eligible for ITG-funded training. You can still find providers for these other occupations on our training guide ([www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide)) but they will not be listed as voucher eligible. Additional training for careers in transportation, manufacturing and healthcare can be found at our sector centers (<http://www.nyc.gov/html/sbs/wf1/html/about/about.shtml>).

### ➤ What occupations are able to be funded by ITGs?

#### Occupations Eligible for Funding\*

Occupations	Minimum Work Experience**	Minimum Education	Maximum ITG award
Bookkeeping, Accounting, and Auditing Clerks	36 months	High School diploma or GED	\$3,800
Executive Secretaries and Administrative Assistants	48	High School diploma or GED	\$3,800
Medical Assistants	12	High School diploma or GED	\$3,800
Legal Secretaries	36	High School diploma or GED	\$2,200
Paralegals and Legal Assistants	36	High School diploma or GED	\$2,200
Computer Support Specialists	12	High School diploma or GED	\$2,200
Computer Systems Analysts	12	2 or 4 year degree	\$2,200
Network and Computer Systems Administrators	12	2 or 4 year degree	\$2,200
Office Managers (Administrative Service Managers)	48	High School diploma or GED	\$3,800
Fire Safety Directors (Hunts Point only)	36	High School diploma or GED	\$1,300

\*These occupations represent a portion of the Workforce Investment Board's in-demand occupations list and are subject to change. An occupation's eligibility to receive funding is based on likelihood of job placement in New York City.

\*\*Work experience must be in a related field or industry. Veterans with military experience in one of these occupations are exempt from this requirement.

For all occupations, you must meet the minimum work and education requirements. **Meeting these prerequisites does not guarantee that you will receive an ITG.** Please speak with a Career Advisor about other services if you do not meet these education and experience requirements.

➤ **Why are some Individual Training Grant requests not approved?**

There are several reasons individuals do not receive ITGs. Some common reasons include:

- Individual is able to find work without receiving occupational training.
- Individual does not receive approval to move forward in the application process.
- Individual has already started training without an ITG.
- The course is not listed on the NYC Training Guide as 'ITG Voucher Eligible' or provider has a failed report card.