

Department of Workforce Services



Training Services

are they for you?



Training for adults AND youth ages 14–24

jobs.utah.gov

Are you looking for training that will help
you find a better job?



You might be eligible for our training services if:

- you are income eligible
- you were laid off (dislocated worker) or received a lay-off notice
- you are certified under a Trade petition



Training services we offer:

- occupational skills training (two years or less) such as an associates degree, certificates or finishing a bachelors
- basic skills (ESL or GED/HS completion)
- on-the-job training
- employment internship opportunities for youth



Costs that DWS covers:

- tuition and fees
- books and required supplies
- testing and licensing fees
- supportive services related to employment or job searching

(receipts may be required)



You will need to provide verification of:

- U.S. citizenship or eligibility to work
- household size and income
- dislocated worker status
- selective service registration (men only)

Your employment counselor will notify you of required documentation



What to expect:

- Meet with an employment counselor to determine if your training goal is appropriate
 - ✓ review employment and education history
 - ✓ review LMI, job openings, and future employment opportunities

If it is determined that training is not appropriate, other services may be available to assist you



Funding:



- limited funding may not cover all of your expenses
- you are required to apply for other financial aid grants and scholarships, and provide verification of approval or denial
 - ✓ apply for a Pell grant at www.fafsa.ed.gov
- If the cost of training exceeds our funding limit, you will need to show how you will pay the balance

Expectations:

- attend all your appointments and maintain contact with your employment counselor
- participate in all negotiated activities, which includes reporting grades and progress
- communicate, follow through and report changes
- participate in job search activities
- report job information when employment is found



Next Steps:

- complete the online application for training services
 - ✓ eligibility determination may take up to 45 days
 - ✓ no expenses paid prior to approval will be reimbursed

To expedite your application, gather information about your citizenship, income and who you live with.

